

ROYAL AERONAUTICAL SOCIETY

BRANCHES HANDBOOK

CONTENTS

1.	Introduction	
1.1	The Royal Aeronautical Society	1 - 1
1.2	Branches of the Royal Aeronautical Society	1 - 2
1.3	Purpose of this handbook	1 - 4
2	Organisation of Branches	2 - 1
2.1	By-Laws and Regulations for the governance of Branches	2 - 1
2.2	Branches and the headquarters of the Society	2 - 2
	2.2.1 Structure of the Society as it affects Branches	2 - 2
	2.2.2 Responsibilities of Branch Liaison officers	2 - 4
	2.2.3 Day to day contact with Society staff	2 - 4
2.3	Typical Branch Committee structure	2 - 5
	2.3.1 The Secretary	2 - 7
2.4	The Annual General Meeting	2 - 7
	2.4.1 Minimum requirements for an AGM	2 - 8
2.5	Finance, budgets and returns to the Society	2 - 8
	2.5.1 Financial authorisation of Branches	2 - 8
	2.5.2 Financial support for Branches	2 - 9
	2.5.3 The Treasurer's duties	2 - 11
	2.5.4 Sponsorship	2 - 11
2.6	Society corporate identity	2 - 11
2.7	Legal issues	2 - 12
2.8	Insurance issues	2 - 12
2.9	The role of non-members of the Society	2 - 13

3	Activities of Branches	3 - 1
3.1	Planning the programme of activities	3 - 1
3.2	Lectures	3 - 2
3.2.1	N E Rowe Award lectures	3 - 4
3.3	Visits	3 - 5
3.4	Social activities	3 - 5
3.5	Publicising activities	3 - 6
3.6	The Annual General Meeting	3 - 6
3.7	The Branches Conference	3 - 8
3.8	Links with Specialist Committees	3 - 8
3.9	Links with the RAeS Young Member Section	3 - 9
3.10	Links with local aerospace organisations	3 - 9
3.11	Links with colleges and Service units	3 - 10
3.12	Links with other professional institutions	3 - 10
3.13	Recruiting new members	3 - 11
3.14	Relations with the local press	3 - 11
4.	Forming a new Branch	4 - 1
4.1	Criteria for forming a Branch	4 - 1
4.2	Founding a new Branch outside the U.K.	4 - 2
4.3	Closing a Branch	4 - 3
4.4	Merging Branches	4 - 4

Annexes

1	Useful contacts	A1 - 1
	A1.1 Branches and Divisions	A1 - 1
	A1.2 The Regional Affairs Board	A1 - 5
	A1.3 The Branches Committee	A1 - 6
	A1.3.1 Branches Committee Liaison Responsibilities	A1 - 7
	A1.4 Contact details, staff at 4 Hamilton Place	A1 - 8
	A1.5 Specialist Group Chairmen	A1 - 10
2	Regulations for the formation and governance of Society Branches	A2 - 1
3	Rules of a typical Branch	A3 - 1
4	Branch financial claim forms and a typical budget	A4 - 1
5	N E Rowe Medals Award - Summary of Rules	A5 - 1
6	Document control	A6 - 1

ROYAL AERONAUTICAL SOCIETY

BRANCHES HANDBOOK

1. INTRODUCTION

1.1 The Royal Aeronautical Society

The Society was founded in 1866. It is the oldest aeronautical society in the world and has evolved as a global focal point for the entire aerospace community. The guiding principles of the Royal Aeronautical Society are embodied in the following extract from the Society's Royal Charter:

"The objects and purposes are the general advancement of aeronautical Art, Science and Engineering and for promoting that species of knowledge which distinguishes the profession of Aeronautics (which expression includes Astronautics)".

The Society performs three primary roles: to support and maintain the highest standards for professionalism in all aerospace disciplines; to provide a unique source of specialist information and a central forum for the exchange of ideas; and to exert influence in the interests of aerospace in both the public and industrial arenas.

The 1999 Strategic Review concluded that the functions and activities of the Society are:

- Collective development (e.g. lectures, visits, etc.)
- Individual professional development (e.g. membership advice, mentoring, etc.); and
- Influence (e.g. marketing and public relations, company liaison, etc.).

Membership is drawn from a diverse range of organisations and disciplines. As well as designers, pilots and engineers, Society members include cabin crew, ground crew, air traffic controllers, manufacturing staff, educators, doctors, lawyers, planners, marketers, journalists and many, many others. The Society's membership is drawn from over 100 countries.

1.2 Divisions and Branches of the Royal Aeronautical Society

As early as 1917 the Council of the RAeS recognised that it could not attain its objectives by holding all its functions and lectures in London. It was therefore proposed to do as much as possible to enable members of the Society not resident in London to enjoy the benefits of metropolitan members. To quote from the original report:

“To give similar facilities to those living in other parts of the country it has been suggested that local Branches should be formed in areas so selected as to include centres of activity within reasonable distance”.

After the First World War there had been considerable interest in Aviation in Scotland and a Branch had been formed there in 1919, but the administration and other arrangements were unsatisfactory and it was soon wound up. In 1925 formal rules for Branches were drawn up by the Council and a Branch was formed that same year in Coventry. Today the Society boasts a world-wide network of over 60 Branches.

Overseas Divisions have been formed in countries and regions that can sustain a number of Branches. Divisions operate with a large degree of autonomy, being responsible for their own Branch network, membership recruitment, subscription levels, conference and lecture programmes and other activities. The 1948 Annual Report of the Council states:

“During the year the Council decided to form Divisions of the Society abroad. It was felt that if these Divisions could be formed with all the powers of the Main Society in Great Britain save that of election to membership, members in each area would be enabled to keep more closely in touch and could themselves form Branches similar to those formed in this country.....The Council feel that the step they have taken to form Divisions is one which may have a considerable influence on the world-wide prestige of the Society and they look forward confidently to the formation of other Divisions as the need arises.”

Governance of Divisions differs from those affecting Branches. The salient points are:

- Each Division shall be registered within the laws of its country of residence
- The Division's activities shall be governed by the laws of the country of registration
- Each Division, once registered, shall make it clear to all its members that they are to conduct all their dealings with the Society (including payment of all fees and the making of all enquiries) through their Divisional officers.

- Each Division shall be governed by its own Divisional Council elected by the members of that Division.
- The Divisional Council shall be responsible for organising and administering the election of its Council members by a properly conducted ballot of the voting members of the Division.
- Each Divisional President has a seat on the Council of the Society.
- Divisions report directly to the External Affairs Board.
- Membership of the External Affairs Board includes a representative of each Division.
- Each Division shall do the administrative work of serving Divisional members of the Society resident in the specified area.

The Society defines the main objectives of Branches as:

- (a) to promote the Society's Charter objectives, Council policy and Society activities in the area of the Branch; especially where there are centres of aerospace industry, education or operations in that vicinity.
- (b) to enable members to represent the Society, and organise lectures and other events, in their area.

Annex 1 lists the contact details (Secretary, postal address, telephone number and e-mail address) for Branches and Divisions.

For many members, their local Branch is the main point of personal contact with the Society. A Branch will normally arrange a programme of evening lecture meetings covering various technical topics. This usually takes place during the autumn and spring, and may also include one evening devoted to presentations by younger members competing for the N E Rowe awards. In addition, many Branches arrange visits to sites of professional interest, some arrange social activities and many hold an annual dinner or other social occasion. A Branch will also provide sponsors for prospective members, mentors for members undertaking continuing professional development, and a source of informal professional contacts and information. Each Branch is a largely self-governing organisation, within the policy and overall framework of the Society, and will develop activities to suit its local circumstances.

1.3 Purpose of this handbook

Except where it is describing Society administrative procedures, this handbook is not intended to be prescriptive, nor to reduce the ability of a Branch to operate in whatever way best serves its members. The purpose of Section 2 is to summarise the procedures by which the Society supports its Branches and provide a useful list of contact points in the headquarters of the Society and in the Branches. In Section 3, the handbook suggests ways that have been found to work well to organise activities in Branches. These are not intended to dictate how Branches should organise their activities, but merely to provide ideas that may be useful to new members and officers of Branch Committees.

This handbook is available on the Society's web page www.raes.org.uk and www.aerosociety.com. The annexes showing Branch secretaries, Society staff and other information that change frequently will be kept up to date on the web version of the handbook. For those who do not have access to the internet, the latest reference material can be obtained from the External Affairs office of the Society.

Annex 6 lists the current issue and date of each section of the handbook and its Annexes, for document control purposes.

2. ORGANISATION OF BRANCHES

2.1 By-Laws and Regulations for the governance of Branches

The Council of the Royal Aeronautical Society is the body legally responsible for commitments made in the name of the Society. The legal relationship between the Society as a whole and an individual Branch is defined by two By-Laws, which form an annex to the Royal Charter of the Society, and by a set of Regulations. The By-Laws were last revised in January 2003 and state:-

By-Law 17 DIVISIONS, BRANCHES, SECTIONS AND GROUPS

The power to form Divisions, Branches, Sections and Groups of the Society is vested in the Council which may draw up and vary as it thinks fit regulations for their formation and governance.

By-Law 17 (B) Branches

A Branch of the Society may be formed by agreement of the Council in any place where it will serve the interests of members or by a Division in accordance with the Regulations pertaining to the Governance of Divisions.

A Branch shall be formed and administered in accordance with the Branches Handbook or its successor as may be current at the time and approved by the Council for this purpose.

Branches shall pursue the purposes of the Society and do so for the benefit of members of the Society and solely as a Branch of the Society.

Branches shall protect the interests of the Society and the integrity of its name and reputation at all times and shall use the badges and symbols of the Society only as directed.

No Branch shall make any public statement representing it to be on behalf of the Society.

A Branch may be dissolved at any time by a decision of the Council or by a Division in accordance with the Regulations pertaining to the Governance of Divisions.

By-Law 18 LEGAL LIABILITIES

By-Law 18 (B) Liability of Members of the Council, etc.

No member of the Council or of any class in the Society has power, without the authorisation of the Council, to enter into any contract, obligation, pledge, or expense on behalf of the Society. A member will be held personally liable for any such contract entered into.

Each member of the Council, or of its Committees, or of a Divisional Council or of a Branch Committee, and each member of a Committee appointed pursuant to the provision of By-Law 17 or by a Divisional Council, and any officer of the Society, is indemnified out of the funds and property of the Society to such extent as the Council shall approve from and against such costs, charges or damages as they may sustain by reason of their accepting office or acting in execution of the duties or power imposed upon them or given to them by the Charter or these By-Laws.

From time to time the Society publishes Regulations for Formation and Governance of Society Branches. The current issue is dated March 1999 and is reproduced in Annex 2 of this handbook.

2.2 Branches and the headquarters of the Society

Links between a Branch and the headquarters of the Society may occur at two levels. There is a formal structure of Committees that is described below, and an informal network of operational links used on a daily basis. This includes visits to the Branch by officers and staff of the Society and the hosting of Society events such as named lectures by the Branch.

2.2.1 Structure of the Society as it affects Branches

The governance of the Society is the responsibility of **the Council**, under the leadership of its elected President, and structure of Council committees headed by five Boards. These are the Learned Society Board, the Professional Affairs Board, the Finance Board, the Strategic Review Board and the External Affairs Board. Council consists of 14 ex-officio members (President, President-Elect, the Immediate Past-President, 5 Board Chairmen, 5 Divisional Presidents and the Branches Committee Chairman) and 18 ordinary elected members on a three-year rotation (six to be elected each year). Council may also co-opt up to 3 members to represent particular areas of the Society's interests one-year terms only). Also in attendance at Council meetings are the Chief Executive, the Hon. Solicitor and the Hon. Treasurer.

The facilitation, funding and well being of the Branches are the responsibilities of **the External Affairs Board**. The Board consists of not fewer than ten and not more than fifteen members including the Chairman and those who attend ex-officio (Society's Chief Executive and External Affairs Manager), and includes three members of the Council, Presidents or other representatives of the overseas Divisions, and the Chairman and two other representatives of the Branches Committee. The Board meets four times a year.

Liaison with Branches and representation of Branches is maintained by **the Branches Committee**. This consists of 12 members elected by the Branches plus the External Affairs Manager; 4 members are elected each year for a period of three years. The Chairman of the Branches Committee is elected by the members of the Committee and is an ex-officio member of the External Affairs Board and of Council. The Branches Committee usually meets four times a year.

Members of Council and the Branches Committee may be elected for only two three-year terms without a break in service. This limitation does not apply to members of the committees of individual Branches, unless it is specified in the rules for the Branch concerned.

Each year, one of the Branches arranges, on behalf of the Branches Committee, a **Branches Conference**. This is a two-day event open to representatives of each of the Branches, and provides the main opportunity for personal contact between the Branch and the Society for all Branches. The Branches Conference is usually held in May.

In addition, to provide an opportunity to discuss and review Society policy as it affects the Branches, a **Branches Forum** may from time to time be arranged. This is typically a one-day meeting, held if required in November each year, which is open to one representative from each Branch. Its purpose is to brief Branches on current and forthcoming procedural and policy changes, to provide an opportunity for feedback from the Branches to the Society on these matters, and to allow the representatives of different Branches to exchange experiences.

2.2.2 Day to day contact with Society staff

The contact point for general Society queries is always the External Affairs Manager. However, Branches are also encouraged to communicate directly with other members of staff to address specific issues (e.g. Professional Affairs Department for queries on grading criteria). Contact details for all members of staff at Hamilton Place are given in Annex 1.

2.3 Typical Branch Committee structure

Each Branch will be managed by a Branch Committee, once Council has empowered the committee to establish a Branch (see Regulation 2, Annex 2). The requirements for the structure and organisation of a Branch Committee are set out in Regulation 3 (Annex 2). In practice, within this broad framework, the detail varies considerably between Branches.

The Committee shall consist of not less than eight persons, elected at a Branch Annual General Meeting by members of that Branch. There is no limitation on how long they serve after election, what proportion are elected each year nor how many terms committee members may serve. These details are set out in the Branch's Rules or Constitution, which must be compatible with the Regulations for the Formation and Governance of Society Branches (set out in Annex 2), and should be approved by the Chief Executive of the Society. A typical set of Branch Rules are given in Annex 3. It should be noted that these are subordinate to the Society's Regulations, Charter and By-Laws at all times.

The officers of the Branch may be elected by the Branch Committee or by members of the Branch. Either the Chairman or the Honorary Secretary of the Branch, or both, shall be a full voting member of the Society (that is, Companion, Fellow, Member or IEng AMRAeS). The Committee may appoint a Branch President, if they so wish. If appointed, the Branch President must be a voting member of the Society and shall be the Senior Officer of the Branch at Branch functions, although the President will usually defer to the Chairman to chair lectures. The President's most important public role will usually be at a named lecture. Because Regulation 2 defines that members of a Branch must be members of the Society, it follows that all members of the committee of the Branch must also be members of the Society (but not necessarily Fellows or Members).

In practice, most Branches have a Committee of about 12 members. For continuity, members usually serve for three years after election, which means that one third of the Committee seats will be available for election each year, plus the seats of any member wishing to stand down early. In addition, the Committee needs the power to co-opt a limited number of members for particular duties. Should circumstances so require it, the committee may co-opt a minority (usually no more than two) nonmembers, to take advantage of available local talents and influences. Such people will normally be Friends of the Branch.

Regulation 9 states:

On appointment, every member of a Branch Committee shall receive two copies of these Regulations. One copy will be retained and the other shall be signed to confirm that the Committee member has received the

Regulations and understands them. The Chairman of the Branch shall be responsible for ensuring that Regulations have been signed, and sending a list of those who have signed to the Chief Executive.

Officers should be elected each year, either by the Committee or by members of the Society at the Annual General Meeting. The minimum set of officers is Chairman, Honorary Secretary and Honorary Treasurer. Most Branches find it helpful to also have a President and a Deputy Chairman. The Committee will need members with assigned responsibilities such as lecture programme, visits and publicity. These Committee members may be given titles as officers or simply given responsibility.

The Society's Regulations require that the Committee of each Branch shall at all times conduct the affairs of its Branch in such a manner as to:

- (a) ensure good management and Branch solvency.
- (b) enhance the status, reputation and influence of the Society, especially in the Branch's specified area.
- (c) uphold and implement the Charter, the By-Laws and these Regulations.
- (d) actively promote growth in Society membership.
- (e) recommend to the Chairman of the Branches Committee actions, initiatives and policies which will promote the interests of the Society.

Long serving committee members offer continuity both to the management of the Branch and as established contacts for members. A steady turnover of committee members is however healthy in maintaining Branch vitality.

Every effort should be made to make committees representative of the local aerospace community and local Society members. Key groups (especially young people) must be represented. Care must also be taken to ensure that the less interesting or rewarding committee tasks are shared fairly. To ensure committee business is handled efficiently and to enable new members to join the committee it is important that committee members who are no longer contributing are encouraged to stand down.

2.3.1 *The Secretary*

The Honorary Secretary is usually the key officer of the Branch. The Secretary will certainly arrange and record meetings of the Committee. Other duties of the Secretary will vary from Branch to Branch, but may include inviting speakers for meetings, arranging accommodation for meetings, getting posters and programme cards printed and distributed, arranging other publicity for meetings, keeping the list of members, collecting names for visits and generally managing the day-to-day operation of the Branch. To avoid overloading the Secretary, the Branch Committee should arrange to distribute many of these duties to other members of the Committee.

2.4 The Annual General Meeting

Annual General Meetings are usually held at the end of the lecture season, in late April, May or early June. Branches are free to define in their rules how their Annual General Meeting should be organised.

Branch members must be able to discover easily the procedure adopted for the Annual General Meeting. It must allow people who wish to stand for election to the Committee to do so, and must allow members to question the Committee about their management of the Branch and to make suggestions. Details of notifying members of the AGM, the amount of notice given, prior circulation of reports and the procedure for standing for election vary between Branches. The details of the procedures can vary considerably without undermining the validity of the Branch, provided they are set out clearly in the Branch rules which have been approved by members and by the Society, and provided the procedures do not prevent members questioning the Committee and standing for election.

In practice, some Branches list the AGM in their programme card and announce it at several lecture meetings, inviting members to stand for election at the same time. Other Branches circulate a notice of the AGM, election proposal forms and a Chairman's letter and report about a month before the AGM. The Treasurer's report is usually available at the AGM but not before; the reports of the Chairman and Secretary may be purely verbal or can be written and either distributed with the notice of the meeting or tabled at the meeting.

2.4.1 Minimum requirements for an AGM

The minimum requirements for an AGM are:

- Notification to members of the date of the AGM, at least three weeks in advance;
- A real opportunity for members to propose candidates for places on the Committee;
- Minutes of the previous AGM;
- Chairman's report;
- Secretary's report;
- Treasurer's report;
- Appointment of auditors;
- Election of Committee members;
- Proposals for next year's programme;
- Points members wish to raise; and
- Any other business.

The AGM must be minuted and a copy returned to the External Affairs Manager.

2.5 Finance, budgets and returns to the Society

2.5.1 Financial authorisation of Branches

In the 1999 Regulations (see Annex 2), committees of Branches are authorised by Council to commit and undertake cumulative expenditure not exceeding £5,000 in any one Society financial year on the activities of the Branch, provided that this expenditure has been formally authorised by not less than fifty percent of the members of the Committee of that Branch and is judged unlikely to cause insolvency of the Branch (Regulation 5). The Chief Executive may authorise a Branch to commit or spend in excess of £5,000, acting on the basis of a submitted annual budget request and on advice of the Branches Committee (Regulation 6). The Officers and Committee of a Branch shall be indemnified by the Society in respect of their actions to the extent of a total of £5,000 in any one financial year, or to such sum as the Chief Executive may have agreed (Regulation 8).

Within the constraint listed above, the Society gives Branches freedom to use funds for the benefit of members and the Society, and relies on the Branch Committee to use its funds responsibly and in accordance with the Charter of the Society.

2.5.2 Financial support for Branches

The Society provides financial support for Branches. From the year 2000, the total RAeS budget for Branch support is made up of three components:

- (a) The main component will be a per capita payment for each Society member associated with a Branch. It is estimated that this will approximate to 80% of the total request from Branches to Hamilton Place.
- (b) The remaining 20% will be used to fund those Branches' whose budget request justifies support above the per capita figure. For instance, where outside support is limited and where the number of Society members involved with the Branch is small, but where the programme of events is extensive.
- (c) The third element will be a small contingency held by Hamilton Place to deal with emergencies and to establish new Branches.

The Society provides a form on which Branches claim financial support for the coming year (see Annex 4 for the current form, plus an example of a typical Branch budget submission for the year 1999-2000). Requests for finance should be activity driven and aimed at encouraging increased attendance from members of the Society of all age groups, as well as promoting aerospace to a wider audience. Requests for financial support should be based on:

- i. The current per capita payment for each Society member who is a member of your Branch (the Society will notify the Treasurer what this amount is each year);
- ii. Support or lack of it from outside bodies;
- iii. Capital held;
- iv. Level of proposed activity with estimated costs; and
- v. Other income (such as income from non-Society members who attend Branch functions)

If the Branch's programme of activity means that the Branch needs finance from Hamilton Place over and above the per capita funding it may request this, and provided there are sufficient funds in the budget Hamilton Place will endeavour to provide it. Equally, if the Branch's programme needs less than the per capita funding offered, then ask for the smaller figure.

If the Branch's programme changes after the budget submission, it may make a further request for financial assistance which, if agreed by the Society, will be taken from the contingency.

The timetable for Branches requires budget submissions to be sent to the Society to arrive not later than 1st July. These submissions must be accompanied by a copy of the accounts for the previous year and the minutes of the Annual General Meeting. If the Society is unable to fund a Branch's submission, it will contact the Branch before the end of August to discuss the submission. If the Branch does not hear from the Society by the end of August, it can expect to receive within 10% of its request. Branches will be notified the actual figure as soon as the Society's budget had been approved by the Council. Payment by the Society will normally be made in two parts, on 1st February and 1st August. (August payment made if the following year's budget, the AGM minutes and previous year's accounts have been submitted to H.Q.). Payments are normally made by electronic transfer to the Branch's bank.

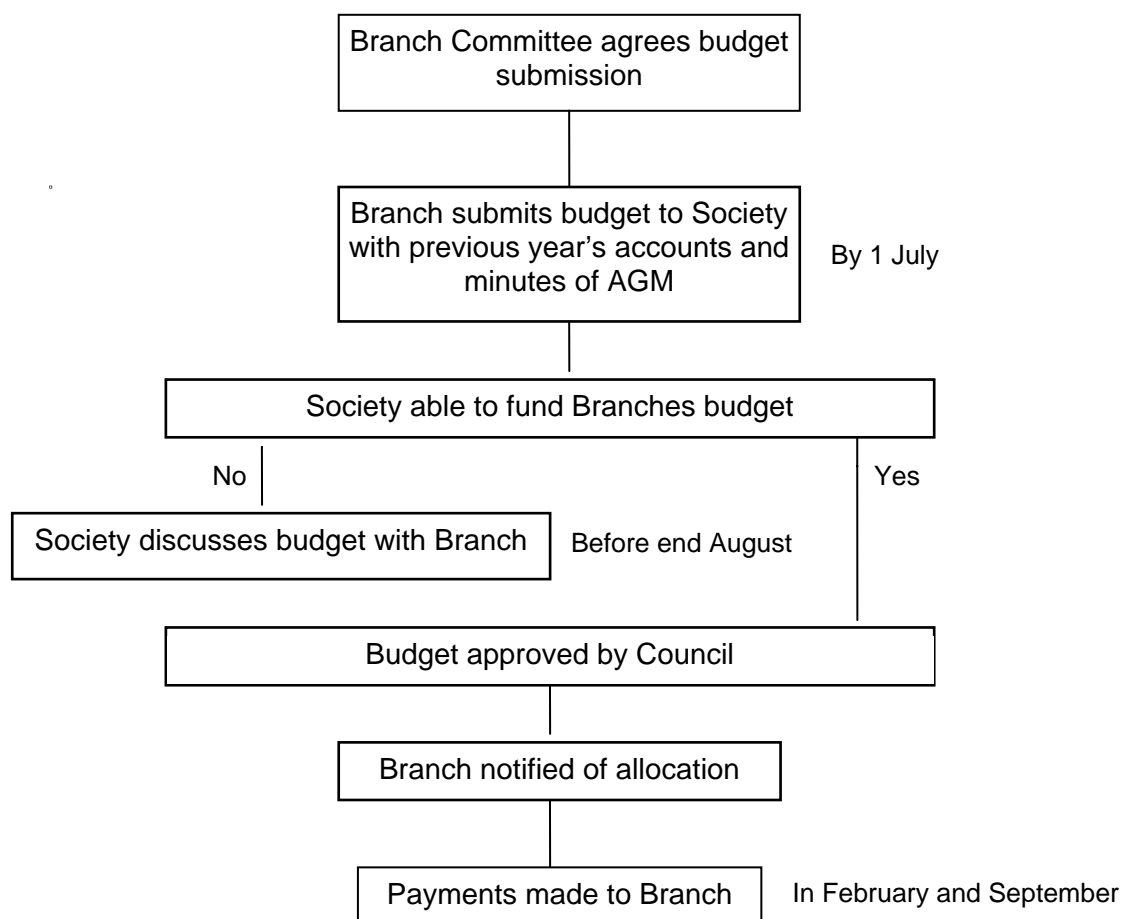


Figure 1 The process of approving the financial allocations to Branches

The financial reserves held by Branches should represent about one year's expenditure, and certainly should not exceed 2 years' expenditure. If the figure exceeds two years' expenditure, a Branch's request from Hamilton Place is likely to be abated below the per capita figure.

2.5.3 *The Treasurer's duties*

The Treasurer has responsibilities and duties typical of any voluntary society. The Treasurer prepares a budget for the forthcoming year, for approval by the Branch Committee; requests financial support from the Society; manages the Branch's bank account, usually with the Chairman and one other Committee member as joint signatories (cheques require any two of the three signatures); receives money and pays invoices; reports the financial position of the Branch to the Committee; prepares the annual accounts for the Annual General Meeting and arranges for these to be audited.

2.5.4 *Sponsorship*

Most Branches are associated with one or more major local aerospace organisations and receive varying amounts of support in kind. This may include free use of accommodation for lectures, committee meetings and entertaining; free hospitality for speakers; postage and secretarial support, to name but a few. A Branch may also wish to seek sponsorship for its activities (either financially, or perhaps more easily in kind) from one or more local organisations. This sponsorship could include the printing of the programme card, individual meetings, visits, particular projects and social events. Care needs to be taken that the objectives of the sponsoring organisation are compatible with those of the Society, and that organisations are content to be listed together as sponsors. Branches are encouraged to seek support in kind rather than simple financial support; such requests will often receive a sympathetic hearing from the sponsor, and are also less likely to conflict with any existing financial commitment the sponsors may already have with the Society (e.g membership of the Associated Company Scheme).

2.6 Society corporate identity

The Society has put considerable effort into developing a corporate identity, with a standardised logo, layout of documents, print style, and so on. For all communication it is essential to maintain this identity. Headed paper, logo templates etc. along with corporate identity guidelines are available on request from the External Affairs Office.

2.7 Legal issues

Provided the Branch committee works within the framework set out by the Regulations of the Society, no members of the committee should be open to legal action for their activities on behalf of the Branch.

Branches in Scotland and outside the United Kingdom are subject to the legal framework that applies to their area of activity. This may have implications for the organisation of the Branch. The position should be clarified when a Branch is being established outside the United Kingdom.

2.8 Insurance issues

Most of the risks against which a Branch might require insurance are automatically covered by insurance policies held by the Society. The main risks are of someone being injured during a Branch function or a visit, and these activities are included in the Society's policy covering public liability. If a visit involves travel in the cars of Branch members, the Branch should make clear that it is not responsible for the safety of this travel, even if it has put members in touch to share a car.

Most Branches do not own valuable property and only hold small amounts of cash, so property insurance is not usually necessary. Similarly, as Branches do not employ paid staff, there is no need of a policy against employer's liabilities. Financial liability for booked accommodation and events which subsequently are cancelled, and for payments by members for events which do not take place, are indemnified by the Society provided the Branch has worked within its financial authority as defined in the Regulations. However, events that are not typical of the usual Society activities (organised parachute jumps or air displays, for example) will need to be insured separately.

Another risk, which has not arisen to date, is of legal action against a Branch representative for libel or slander. This is very unlikely to occur, particularly if the Branch avoids commenting to the press about current aerospace issues and events.

The Society's Insurance Brokers state:

“Provided the activities of the Branch mirror those of the main Society the legal liability of the Branch is covered by the Society’s policy. Legal liability can be defined as responsibility in the eyes of the law for injury or damage to the property of others. By 'covered' we mean the insurer will administer any claim and pay all sums for compensatory damages and legal costs and expenses arising from the incident.

The policy provides cover up to £2,000,000 subject to a £250 excess per claim. The excess applies to property damage only.

It is recognised that the Branches do not have their own premises. Legal liability for damage they might cause to hired or leased premises is covered.

Branch activity is covered within England, Scotland, Wales, any other country of the European Community, or elsewhere other than North America.

In respect of the legal liability of individual members, the policy provides cover for their legal liability arising from the activities of the Branch and or Society. Legal liability towards one another is also covered.

In summary each Branch is considered as being a microcosm of the main Society and is insured in like manner.”

2.9 The role of non-members of the Society

Most professional institutions allocate their members to branches or sections, which are then managed in much the same way as Society Branches. The Society has been different in that Branches grew up around aerospace centres and, in pursuance of the Charter Objective, allowed non-members of the Society to join the Branch in return for a fee paid to the Branch. Members of the Society were not allocated to a Branch, but could choose to associate themselves with one. This was almost unique in learned societies and professional bodies.

As a result of the 1999 Strategic Review of the Society, this situation has changed. Members of Branches must be members of the Society (Regulation 2, Annex 2).

“The use of the term Branch member can only be applied to individuals who wish to be associated with a particular Branch of the Society and who hold a grade of membership of the Society as defined in the By-Laws.”

Many current members of Branches are not members of the Society. Many have given personal and financial support to a Branch for many years. The grade of Affiliate has been introduced for those interested in aerospace but who have no professional connection with it. All non-Society members affected by the change in Branch membership rules should be encouraged to join the Society as either Affiliates or in one of the other grades if eligible. Anyone may, of course, attend Branch meetings and pay whatever charge is made for visitors. Branches may wish to consider allowing individuals who attend regularly to become “regular visitors” or “Friends of the Branch”, paying annually to attend meetings and receive mail shots, rather than at each lecture. It is important to encourage people who are not members of the Society to continue to attend Branch functions, because they may eventually become Affiliates and also because the dissemination of knowledge concerning aerospace is a proper activity for the Society.

Under Society Regulations, visitors or friends may not vote at Annual General Meetings. Any person associated with a Branch, but who is not a member of the Society, must not claim, directly or by implication, any association with the Society except in the context of Branch affairs, and then only when authorised by the Branch Committee. Such association should be explicit, e.g. “On behalf of the XXX Branch of the RAeS”.

3. ACTIVITIES OF BRANCHES

3.1 Planning the programme of activities

It is important to have the year's programme of activities in place by about June or July for a season that begins in September or October. This allows time for the Branch programme card to be printed and distributed to members, and for the Society to include the activities of the Branch in their consolidated list of activities. Fixing the programme early does not rule out including additional lectures or visits if opportunities arise. Once the Branch's programme is published, every effort should be made to avoid changing the date or location of activities. It is better to change the topic or speaker for an evening than to change the date if the original speaker is unable to manage an agreed and publicised date.

The usual process of arranging the programme for a season starts around January with suggestions from members of the Branch Committee. The programme should cover a range of interests and include forward-looking topics. A typical Branch programme of six to nine lectures will include an operational topic, at least one technology or aircraft lecture, a lecture on a topic related to space, an historical topic, and possibly one lecture on a general interest topic (subjects which have proved popular are "bird navigation", "racing car aerodynamics" and "The Hubble Space Telescope").

The programme should match the interests of Branch members, and will probably reflect the activities of the local aerospace organisations with which the Branch is affiliated. Attendees should be able to identify the lecture programme as relevant to their continuous professional development. Thus Branches close to BAE SYSTEMS centres have arranged lectures on structural design, test and manufacture, on the al Yamamah programme and the development of JSF, while Branches at airports are more likely to include lectures on airline operations, air traffic control and maintenance issues or organisation. The Committee may also want to consider visits that would complement the topics chosen for the programme of lectures.

3.2 Lectures

There are many ways in which a Branch can organise the lecture programme. The whole programme can be managed by the Secretary, the Chairman, a dedicated lecture officer or a special working group, or each separate lecture can be assigned to a committee member to arrange. The following suggested procedures apply whichever approach is used.

As soon as the committee has agreed a list of preferred lecture topics and speakers (see section 3.1 above), the speakers should be invited. In general, speakers should be invited for specific dates. If the date proves a problem for the speaker, consider changing the day or week for the lecture. Some Branches have a rigid pattern of events ("second Tuesday of each month"), but some flexibility makes preparation of the programme easier. If the initial contact with a speaker is by telephone, it should be followed by a formal written invitation as soon as possible.

Speakers are never offered a fee to present a lecture. In practice, most speakers will recover travel and accommodation costs from another source, but it is a polite gesture to offer to provide accommodation and to pay for travel. Tact is needed to explain that this offer is to cover reasonable out-of-pocket expenses - some Branches have horror stories of speakers bringing a colleague, travelling first class or charging 50 pence a mile to drive several hundred miles! If the speaker requires accommodation, it is better for the Branch to offer to arrange it. Whatever offer of travel and accommodation is made, it is important that it is clear and does not leave the Branch open to large costs for which the Treasurer has not budgeted.

The initial letter to the speaker should establish, by written reply, the date, time, place and title of the lecture. This is the time to book the room for the lecture. If the Branch prints a programme card, this information is required by June at the latest to allow the card to be printed in ample time for distribution to members. About two months before the lecture, the speaker should be asked for a short biography for the Chairman's introduction, what visual aids will be required, and a photograph or one paragraph summary of the talk for the poster. This is a useful reminder to the speaker, in sufficient time to arrange an alternative if any problem has arisen. It is also the time to make sure that the necessary visual aids are available and that the booking for the room is firm.

About a week before the lecture, the speaker should be telephoned to check travel arrangements and confirm the visual aids required. Also, the committee member responsible for the lecture should check that the arrangements for the room and the visual aids are in place. On the evening of the lecture, one committee member needs to be at the meeting room before any visitors to check that all is well, set up any signposts and ensure that the visual aids are working. A member of the Committee should be assigned to look after the speaker as necessary - collect from

station, take to hotel, return to station the next morning, and so on. The Chairman will arrange for a member of the Committee to propose a vote of thanks and may well ensure that one or two members have questions ready to start the discussion, if spontaneous questions are slow to appear.

It is courteous to offer the speaker dinner before or after the lecture if this can be done conveniently. The Branch can use the occasion as a networking opportunity for local executives to meet the speaker and representatives of the Branch. Executives in local organisations will be particularly interested to meet some well-known speakers, and the Branch should capitalise on this to foster status and generate working relationships.

o speaker should leave after a lecture without being properly thanked by the Committee member who chaired the meeting. In addition, the speaker should immediately be sent a letter of thanks. This is better from the Chairman than Secretary, but if that is not possible, a letter from anyone is better than no letter. It is surprising how many organisations do not thank people who have made considerable efforts on their behalf, and what a bad taste this leaves. If the Branch has an annual dinner, it is a pleasant gesture to invite speakers to attend (with partners or guests).

Named lectures are a Branch's showcase and the importance of impressing influential guests should not be underestimated. Named lectures generally commemorate local aviation pioneers, e.g. The R.J Mitchell lecture. All Branches are encouraged to have an annual named lecture as it is an ideal opportunity for the Branch to market itself within the local aerospace community. For these named lectures, personal invitations should be sent to Society Officers and to the External Affairs Manager, to local civic dignitaries and to senior officers of local industrial, service and educational organisations. These invitations should be sent about three months in advance. Diaries get filled and notice of only a month or six weeks is likely to cause frustration rather than pleasure.

Branches need to obtain the approval of the Branches Committee before a named lecture is established at the Branch. Once this approval has been obtained, the named lecture is organised each year without further approval from the Branches Committee. However, before setting the date for the named lecture, it is wise to contact the External Affairs Manager to ensure that the President / senior officers will be available to attend.

3.2.1 N E Rowe Award lectures

Many Branches include in their programme one evening when younger members can present short papers and compete for the N. E. Rowe Prize. If a Branch is unable to attract sufficient competitors themselves, they should consider whether they could co-operate with other local Branches for this occasion. In any case, an assessor acceptable to the Society needs to be appointed to report to the Society on the quality of the presentations. Advice on procedure can be obtained from the Professional Affairs Manager.

Since its establishment in 1956 to honour the work of N E Rowe when he was Chairman of the Branches Committee, the N E Rowe Medal Competition has been administered by the Branches Committee, which has been responsible for judging the nominations and recommending awards to the Medals and Awards Committee for onward submission to Council. In 1998 the timescale for the process was changed to be compatible with the remainder of the Society's Medals and Awards.

The rules for the N E Rowe Medal Awards were revised in January 2001 and again in April 2004. Copies of these rules are attached as Annex 5, and are also available from the External Affairs Manager. One Medal may be awarded for the best lecture given before any Branch by a member who is under the age of 25 and another Medal for the best lecture by a member aged 25 to less than 30 years. For each entry, three copies of the paper and a report of the presentation, using a standard pro-forma, are required.

The work of the N E Rowe sub-committee of the Branches Committee has been made difficult by Branches submitting very different standards of documentation to support entries. To ensure fairness, Branches should submit the paper on which the presentation is based and a full assessment of the presentation using the standard pro-forma. In addition, a copy of any visual aids used (PowerPoint presentation, prints of overhead transparencies or prints of slides) may be provided. Without the paper and the assessment of the presentation, it is not possible to assess entries fairly.

3.3 Visits

Arranging visits is similar to arranging lectures. The Branch Committee agrees a desirable programme and someone or some people are assigned responsibility for arranging the visits. Agreement in principle is obtained as early as possible, and ideally a defined date for inclusion in the Branch programme card. If the date cannot be fixed, it can be announced at lectures and in the Branch newsletter. The limit on numbers needs to be established, as well as the costs for members (if any), whether family members may attend and whether the visit involves any strenuous activity. Members need to know which member of the Branch Committee is taking bookings for the visit.

The committee will need to decide whether to arrange transport to the visit (a coach may well cost around £400 per day) or put members in touch to share cars. The advantage of using a coach is that all members arrive together at the site for the visit. If transport or entry costs are involved, the committee may decide to subsidise the activity from Branch funds. At the very least, the Branch must be ready to fund any loss on the cost of a coach, if numbers are below budget. If members are to use their own cars, they should be provided with joining instructions including a good map, and told to be at the visit site at least 15 minutes before the start of the visit. The hosts need to be aware of the likely number of cars for which parking will be required.

After the visit, the hosts should be thanked and possibly invited to the Branch's annual dinner, exactly as are speakers in the lecture programme.

3.4 Social activities

Some Branches arrange purely social activities such as skittles nights, dinner/dances, and so on. Others arrange a social occasion to follow a lecture. One Branch, for example, provides a buffet supper after its named lecture and another provides a wine and cheese party in December to follow a lecture on a popular topic. The social events which are linked to the lecture programme are funded either by sponsorship or from Branch funds, and have proved to be excellent opportunities for members to get together. The buffet after the named lecture has proved to be a good time to talk to civic and industrial leaders about the Society. Events which are purely social should be self-financing.

3.5 Publicising activities

It is important to promote the Branch's activities as widely as possible, not just to local Branch members, but to other Society members and potential members. The Society can provide filtered mailing lists of local Society members via the External Affairs Manager. Methods of promoting the Branch and advertising its activities include:

- 'Aerospace Professional' (editorial and events listing);
- The Society web site (www.aerospace.com or www.raes.org.uk);
- Posters (distributed to companies, colleges, schools, service units, Air Training Corps squadrons, local libraries, etc.);
- In-house intranets;
- Press releases to local newspapers, trade press and in-house publications;
- Programme Card (distributed to members);
- Branch Newsletter (available at lectures and/or posted to members and/or circulated electronically);
- E-mail messaging to members; and
- Contact with other professional institutions.

3.6 The Annual General Meeting

The Branch's rules or constitution will define what notice of the Annual General Meeting must be given to members, and how members can be nominated as candidates for election to the Branch Committee (a typical set of Branch rules is given in Annex 3). These arrangements vary widely between Branches but should be followed scrupulously. It is very embarrassing for the Committee if a member can show in public that the Committee has failed to follow its published procedures!

Arrangements range from publishing the date of the AGM in the programme card to notifying members by mail not less than three weeks before the meeting. Similarly, candidates for election can be nominated from the floor or nominated in writing, with proposer and seconders, at least a week before the meeting. The agenda can be cast in stone or flexible to allow issues to be raised spontaneously. The important aims are for members to know the date and place of the meeting, for it to be easy to

stand as a candidate (particularly for younger members and those new to the area), and for it to be easy for members to raise issues that concern them. Do avoid any procedure or comment that suggests the Branch Committee is a closed shop for the chosen few. Attendance at the AGM is much improved if it is combined with a popular event - a film show, well-known speaker or light-hearted topic.

However the AGM is announced, the agenda needs to include a number of items. These are:

- Minutes of the previous year's AGM;
- Matters from the minutes not covered by the agenda;
- Report by the Chairman;
- Report by the Hon. Secretary;
- Report by the Hon. Treasurer;
- Approval of the draft accounts;
- Appointment of auditors for the coming year;
- Elections; and
- Any other business.

Other items that will probably be included are the programme for the coming year and issues raised by members. The Chairman's report is often distributed in advance as a newsletter with the notice of the meeting. It is also helpful to distribute the accounts in advance, to give members time to think about them before the meeting. In any case, copies of the accounts and officers' reports should be available as members arrive for the meeting.

Elections may be for committee members or for officers, depending on the Branch's rules. The most common procedure is for the AGM to elect committee members and for the committee to elect its officers. Committee members may serve for one year (that is, the whole committee is elected each year) or for a set period, typically three years. If it is for a three-year period, care is needed to ensure that one-third of the committee retire each year.

Most Branches have difficulties finding people to serve on the Committee, and if new members wish to join there is usually a space available to fill. Where the Committee is at its maximum size allowed and all retiring members wish to stand as candidates, new external candidates must be made to feel welcomed and given a fair chance of election. The only way to do this is by a paper ballot, which means that the Secretary must know about candidates early enough to prepare ballot slips. If there are places on the Committee available for which there are no candidates, it does no harm to accept nominations from the floor up to the number of spaces available.

After the AGM has finished, get the Committee together to arrange an initial meeting. It is important to review the AGM and, particularly, any issues raised by members, while events are still clear.

3.7 The Branches Conference

The annual Branches Conference provides an opportunity to address current issues, contribute ideas and views on proposed developments that might affect the Branches, meet Society staff and representatives from other Branches and to compare notes on what you are doing and how you are doing it. It is a valuable occasion and every Branch should make every effort to send one or two representatives. This does involve costs, which can properly be covered by the Branch, and which should be included in the budget submission.

Occasionally, a Branch may be invited to host the Branches Conference. This is a significant honour and a chance to show how well you can organise a major function. It does involve a great deal of work and also will require sponsorship of several thousand pounds to cover conference expenses.

The Branches forum, held in London, provides an additional opportunity to discuss current issues and problems. Its objective is to improve communication between the Society and the Branches, and as such it should prove valuable. Again, the Branch should budget to cover the cost of one representative attending. The intent is to hold the Forum on an annual basis. However, the content will vary significantly and will suit the issues of the day.

3.8 Links with Specialist Committees

The Royal Aeronautical Society has 19 Specialist Interest Group Committees, each of which has been set up to represent the Society in all aspects of the aerospace world. These committees vary in size and activity, but all their members contribute an active knowledge and enthusiasm. The Groups meet four or five times a year and their main activities centre around the production of conferences and lectures. In addition to planning these conferences and lectures, the Groups also act as focal points for the information enquiries and requests received by the Society.

Branches are encouraged to foster close links with the Committees and thereby take advantage of intra-Society knowledge and contacts. Specialist Group lecture evenings are generally held at Hamilton Place which is not always the best venue to target an audience and optimise attendance. Naturally, the Committees would broaden their potential market by escaping the confines of London. Branches may therefore wish to 'host' Specialist Group lectures if they feel the subject matter is of particular interest to their regular/potential audience. A closer working relationship can only result in a win-win scenario for Branches and Specialist Committee. Contact details for the Specialist Groups are given in Annex 1.

3.9 Links with the RAeS Young Member Section

This section to be added.

3.10 Links with local aerospace organisations

The existence of a Branch implies the existence of one or more local aerospace organisations. These might include companies developing and manufacturing airframes, engines or equipment; airlines; research establishments; Service organisations; universities or colleges; or a public sector organisation such as a regulator or air traffic control centre. The local organisations will probably have helped to establish the Branch and may well offer support such as accommodation for meetings. Some of the officers of the Branch will be drawn from the local aerospace organisations.

It is in the interests of the Branch to maintain good relationships with aerospace organisations in the area. There are many ways that this can be done. Invite a senior officer of a local organisation to be President of the Branch; invite senior staff to the named lecture; select the Branch Chairman from the senior staff of the local organisations; invite senior staff from the organisations as guests to the annual dinner; include lectures on topics of interest to the organisations in the programme.

If there are several major organisations in the area, the Branch has the opportunity to fill a niche role as a unique, independent source facilitating local dialogue and

networking opportunities. It may be that the Branch can also offer a neutral venue for activities and thus encourage the broadest possible participation by local industry. Even if the organisations are competitors or if one is responsible for regulating another, at a personal level staff almost always have friendly relations.

In general, organisations that want to support the Branch will find it much easier to provide support in kind than in cash. Thus, it is relatively easy to obtain accommodation, use of audio-visual equipment, a projectionist and even catering at no cost, where obtaining the cost of these services as cash would require approval at a senior level.

3.11 Links with colleges and Service units

Educational and military units can offer support similar to that from companies; they are also excellent sources of younger attendees and potential recruits for the Society. Every effort should be made to develop good relations with organisations of this type.

Local Air Training Corps squadrons can be encouraged to attend by sending them copies of the programme and taking the opportunity to encourage participation in the activities of the Branch. The local RAF recruiting centre will supply a list of addresses for local ATC squadrons.

3.12 Links with other professional institutions

The Branch may have links with local branches of other institutions such as the Institution of Mechanical Engineers (I.Mech.E.), the Institution of Electrical Engineers (I.E.E.) or the Royal Institute of Navigation. These may lead to the arrangement of joint lectures or other activities. This offers members a wider choice of activities, increases attendance and is generally to be encouraged. The arrangements for these events are similar to those described in Sections 3.2 and 3.3, but there are some additional potential pitfalls to recognise and avoid.

When a joint activity has been agreed by the committees of the institutions concerned, be clear which institution is running the activity and leave the organisation wholly to that institution. When a Branch agrees to a joint event, agree the basis on which costs and revenues will be shared (room rental, refreshments,

lecturers costs, entry charges for visitors). The easiest arrangement, and the one that causes least problems, is for the organising institution to bear all the costs and collect all the revenue. It is normal not to charge an entry fee for members of fellow institutions. The lead institution will set the entry fee for non-member visitors, and this may well be different to the fee the Branch charges visitors to attend its meetings.

During a joint meeting, the domestic business of the institutions concerned should be kept to a minimum. Try to limit announcements to the dates of the next meetings for each institution and the arrangements for the next joint meeting, to be organised by the passive partner in the present meeting. The programme for the evening should also allow the passive partner an opportunity to thank the organiser of the joint meeting.

3.13 Recruiting new members

One function of Branches is recruiting new members to the Society. This is especially important because the Society's future success depends on continual recruitment. The task of recruitment has been eased by the introduction of the Affiliate grade, which requires no technical qualification. Branches should ensure that literature about the Society is available at all meetings for visitors, and should obtain the names and addresses of visitors so that they can be approached by the Society regarding membership.

Through contacts with local aerospace organisations, the Branch should urge employers to encourage their staff to join the Society. This applies particularly to employers whose companies are affiliated to the Society via the Associated Company Scheme. It is reasonable to outline the benefits of membership for staff in terms of widening their technical background and meeting well-known professionals. Membership of the Branch Committee can be justified in terms of early management experience, as it involves organising activities, and setting and controlling budgets. Where there is a local college offering aerospace courses, a particular effort should be made to encourage students to join the Society and to obtain student or staff representation on the Branch Committee.

The Branch should co-operate with the Young Members Section when it makes recruitment visits to colleges and aerospace organisations in the Branch's catchment area. Attendance by a Branch committee member with the Young Members Section visit is desirable, but at least the Section should be given copies of a leaflet about the Branch, including the address of the Secretary.

3.14 Relations with the local press

At the simplest level, the local press can be very helpful by publicising Branch activities on their “Local events” page. A slightly more demanding, but certainly beneficial, relationship is to provide the local paper with a short report of events and press releases on future activities.

Any approach by the media for Branch comment on aerospace topics and issues must be referred to the Society’s Marketing and Communications Manager at Hamilton Place. Branches are not authorised to volunteer Society views and opinions in the media.

4. FORMING A NEW BRANCH

From time to time a new Branch of the Society is formed. During the 1990s, several new Branches have been established.

4.1 Criteria for forming a Branch

The formal criteria for establishing a new Branch are set out in Regulation 2 (see Annex 2).

When a group of Society members, located in an identified area, are able to convince Council that they have the will and resources effectively to comply with all the Regulations defined in this document, they shall be empowered by Council to form a Branch of the Society covering the area. Such a Branch shall comprise not less than thirty members of the Society, unless a lesser number is approved by Council in a specific case. The use of the term Branch member can only be applied to individuals who wish to be associated with a particular Branch of the Society and who hold a grade of membership of the Society as defined in the By-Laws. Detailed guidance, help and advice on the formation of Branches and on conducting Branch affairs shall be available from the Chief Executive and from the Chairman of the Branches Committee. Documentation concerning such matters shall refer to these Regulations and shall be compatible with and subordinate to them, to the Charter and By-Laws, at all times.

Every existing Branch has links to at least one local aerospace organisation, and it is unlikely that a Branch would be viable without such links. As stated in Regulation 2, help and advice are available from the External Affairs Manager and the Chairman of the Branches Committee and, also, from the Chief Executive. If a group of members are interested in forming a new Branch, they should start by informally discussing the possibility with the External Affairs Manager.

The minimum size of a Branch quoted in Regulation 2, thirty members, is very small and is probably not viable in the long term. Established Branches operate with membership figures exceeding 100, which provides the critical mass necessary to generate funds and the attendance necessary to justify quality events.

A factor that is critical is the level of support provided by the local aerospace organisations. If a Branch has free accommodation for meetings, does not have to pay for postage and photocopying, and has members encouraged to participate by their employer, then a smaller pool of members is necessary.

Another criterion not mentioned in Regulation 2 is the location of the proposed new Branch relative to existing Branches. In southern and central Britain, members rarely travel more than about 20 miles to Branch lectures. If there is a gap in the pattern of Branches that contains an aerospace organisation that is willing to support a Branch, the new Branch is much more likely to be successful than if it is close to an existing Branch. Where a proposed Branch is close to an existing Branch, an effective first step is for the existing Branch to arrange a few lectures in the area of the proposed Branch, to assess demand. Good attendance by a new group of members would be strong evidence to support the need for an additional Branch.

New Branches usually come about because somebody wants to have a local Branch of the Society in their area. There is a much effort involved in finding interested people, obtaining promises of support from an organisation, establishing a steering committee and arranging an initial meeting. Unless one person is prepared to make this effort, can rapidly recruit a keen committee, and continues to work for the Branch during its formative years, a new Branch is unlikely to come into existence, thrive and survive.

4.2 Forming a new Branch outside the U.K

The Society strategy is to retain and extend the international dimension of the Society. This means the creation and maintenance of appropriate mechanisms to attract and support membership on a global basis, increasing the numbers of members based abroad and extending the influence and contribution of the Society through direct membership or through divisions and branches of the Society.

Society Branches and Divisions outside the U.K:

1. The Society aims to continue to represent the aeronautical community internationally and to maintain and establish Divisions and Branches where it is appropriate to do so.
2. It will be appropriate to establish branches where:
 - There is a group of Society Members sufficiently numerous to sustain a Branch programme – normally more than 30 – and where there is a desire to do so locally.
 - There is a community of aeronautics professionals who are not adequately provided for by any local society.

- Where the specific benefits offered by the Society¹ would offer attractive additional choice for a local aeronautics community.
 - Where the presence of a Society Branch could add value to the activities and facilities of the national society of the area.
3. It will be appropriate to establish a Division of the Society where there is a cluster of branches, or a single large branch, with a membership that is sufficient to justify the cost of local administration for the Division.
 4. The Society wishes, as a matter of policy, to operate its branches and divisions in co-operation with relevant national societies and other bodies and to be regarded in that country as a part of the tapestry of professional bodies that operate there. The Society intends that its branches and divisions should co-operate extensively with national societies for mutual benefit and to deliver a wider spectrum of benefits to Society Members.
 5. There is no rigid model of how the Society should establish a presence in a country. Much will depend on local circumstances and the character of national institutions that already exist. In all cases of new Society presence it is the intention to be flexible, consult effectively with national institutions, and to offer additional value to the local aeronautical community whilst promoting the presence and influence of the Society around the world.
 6. Where Divisions and Branches are established outside the UK they will be operated within the Constitution and guidelines of the Society which ensure the integrity and cohesion of the Society in its world-wide presence.

4.3 Closing a Branch

Although the Society is currently expanding and forming new Branches, changes in the locations of aerospace activities may mean that from time to time a Branch has to close. The procedure for closing a Branch is indicated in Regulations 14 and 15.

A Branch can be disbanded either as the result of a majority decision taken by the Branch members in a ballot, or by the Society if a Branch fails to comply with the Regulations for the Governance of a Branch. In either case, for a Branch in the United Kingdom, all monies and assets remaining after all the liabilities of the Branch have been cleared shall be returned to the Society. For an overseas Branch, the monies and assets shall not be distributed to members but shall be used as decided by the members during the winding-up ballot.

¹ These specific benefits will vary from place to place but might include professional registration and grading, accreditation schemes, international perspective and networks, access to facilities, library, Society influence and standing etc etc.

The detailed procedures for a winding-up ballot are not specified in the Regulations. It is important that all Branch members know what is going on and have the opportunity to vote. An acceptable procedure would be to hold a Special General Meeting at which members vote, perhaps preceded by a postal ballot in which those not able to attend the meeting can appoint proxies to represent them. The exact procedure is flexible, but should follow that used to wind-up a Company or Charity and comply with Regulations 14, and for an overseas Branch, Regulation 15, and with any procedure specified in the rules of the Branch.

4.4 Merging Branches

Nothing in the Regulations refers to the merging of Branches, except that closing the bank accounts of one or both Branches could be considered to fall under Regulation 14 on closing a Branch. The Branches Committee should be informed of any proposal to merge two or more Branches, and an audited account of the transfer of assets from the original Branches to the new merged Branch should be made available to the External Affairs Manager.

Merging Branches could be quite an emotional issue for many members, and rushing the process of merger could trigger unnecessary opposition and bitterness. If the Committees of two Branches consider that their members would be better served by a merged Branch, the process of deciding to merge and implementing the merger should be a gradual one. The two Branch Committees should start a period of cooperation, during which perhaps two Committee members from one Branch sit on the Committee of the other, and vice versa. Members of each Branch should receive the programme card of the other and be free to attend activities in each Branch. The Branch Committees should set up a working party to assess the benefits and penalties of a merger (larger number of members, larger pool from which to find committee members, but longer distances to lectures, etc). In addition to specific costs and benefits, the working group should try to sense the character of each Branch, and ensure that they are compatible.

If the cooperation proves successful after one or two years, and the two Committees decide that a formal merger would be beneficial, they should inform the Branches Committee of this intention. Each Branch should then hold a Special General Meeting to decide:

- to close the existing Branch and form a merged Branch;
- to approve rules for the merged Branch;
- to transfer the assets of the existing Branch to the merged Branch; and
- to decide which of the existing Committee should sit on the Committee of the merged Branch.

All these decisions have to be conditional on the decisions of the other Branch. Assuming that both Branches agree to merge, the merged Branch can either operate for a year under the new rules, with a temporary Committee consisting of those voted by each of the former Branches, or hold a Special General Meeting to elect a Committee for the merged Branch. Whenever a Committee is elected, one third of its members should be elected for one year, one-third for two years and one third for three years.

ANNEX 1

USEFUL CONTACTS

A1.1 Branches and Divisions

Branch/Division	Contact	Tel	Branch email contact
Australia (Div)	Peter Brooks	(61) 2 9523 4332	petercbr@bigpond.net.au
Bedford	Ken Nicholas	01480 810940	ken_nicholas@nich99.plus.com
Belfast	Malcolm Cloke	028 9046 5650	malcolm.cloke@uk.thalesgroup.com
Birmingham	Alan Banbury	01902 745957	graham@wiley61.fsnet.co.uk
Boscombe Down	Jason Iles	01980 664437	JTILES@qinetiq.com
Bristol	Dr Shai Macci	01179 367698	smacci@aol.com
Brough	Ben Groves	01482 664537	ben.groves@baesystems.com
Brussels	Bill Armit	(322) 729 3559	bill.armit@skynet.be
Cambridge	David Whitehead	01223 373541	david.whitehead@marshallaerospace.com
Cardiff	Brian Kitson	01179 364229	raescardiff@f2s.com
Chester	Keith Housley	0151 600 3372	keith.housley@brabners.com
Christchurch	Mel Porter	01202 857655	porterm@flight-ref.com
Coventry	M G Stevens	024 76411172	mg_stevens02@yahoo.co.uk
Cranfield	Craig Lawson	01234 754686	c.p.lawson@cranfield.ac.uk
Cranwell	Flt Lt. R "Sid" Sidney	01400 266565	rsidney@cranwell.raf.mod.uk
Cyprus	Charles Pericleous	357 22 312255	ch.pericleous@cytanet.com.cy
Derby	Keith Cobley	01332 261316	keith.cobley@rolls-royce.com
Dublin	Jerlath Conerney	(353) 1 4037632	donallowry@hotmail.com
FAA Yeovilton	Lt. Cdr. Ian Punton	01935 455755	ian.punton@ukonline.co.uk
Farnborough	Ian Pigram	01932 760243	PigramIK@bp.com
Gatwick	Don L Bates	0208 654 1150	DBates3192@aol.com
Glouc & Cheltenham	Roy McCarthy	01242 527730	roy.mccarthy@talk21.com
Hatfield	Maurice James	01920 466001	jamesaeroldt@yahoo.co.uk
Heathrow	Adrian Constable	0208 738 7299	adrian.gj.constable@britishairways.com
Highland	Alex Gray	01224 319464	AlexWmGRAY@aol.com
Hong Kong	Steve Chadwick	(852) 2747 8364	steve_chadwick@cathaypacific.com
Isle of Wight	Stephen Ashworth	0870 460 1621	ashworths@enablingtechnologies.co.uk
Isle of Man	Chris Astley	01624 801884	chris@iominvest.com
Loughborough	Colin Moss	0116 256 1149	colin.moss@baesystems.com
Manchester	Bill James	0161 439 1796	billjames2@ntlworld.com
Marham	Sgt Tim Doyle	01760 337261 x7602	raesmarham@aol.com
Medway	Robin Heaps	01634 204 079	robin.heaps@baesystems.com
Montreal	Glenn Herpst	(514) 952-8157	gherpst@icao.int
Munich	Stephan Miegel	(49) 8459 81 66751	Miegel@eads.com
New Zealand (Div)	Sqn Ldr John Barrack		john.barrack@nzdf.mil.nz
Oxford	Jon Viner	01869 336006	jon.viner@bmaa.org
Pakistan (Div)	Mr. Hafeezuddin		raes@cyber.net.pk
Paris	Michel Harvey	33 1 69 89 06 03	miharvey@wanadoo.fr
Preston	Alan Matthews	01995 61470	chcott@globalnet.co.uk
Prestwick	John Hopkins	01292 316892	jrah@btinternet.com
Seattle	Yvonne Aleson	1 425 342 5330	Yvonne.L.Aleson@Boeing.com
Singapore	Chee Kin Lin	(65) 6743 8783	chee-kin.lin@ezsolutions.com.sg
South Africa (Div)	Dr.Craig Law	+2711-717 7311	claw@mech.wits.ac.za
Southampton	Tim Coffey	01980 556600	timcoffey@mathshop.co.uk

Southend	Sean Corr	020 7712 6324	s.corr@shwgroup.co.uk
Stevenage	Richard Broughton	01438 774126	richard.broughton@astrium.eads.net
Swindon	Vic Simon	01793 525350	simon@dalton-morris.freemove.co.uk
Toulouse	Jim Fawcett	(33) 5 61 93 18 87	Contact@RAeS-Toulouse.org
UAE	Emilia Papadopoulos	(971) 04 3973910	emilia.papadopoulos@emirates.com
Washington DC	Dick Wise	1 703 907 8387	mail@raescapital.org
Weybridge	Ken Davies	01483 531529	kenmodavies@aol.com
Xiamen	Fred Tong	0086-592-5737657	tongff@taeco.com
Yeovil	Michael Williams	01935 703911	williamm@gkn-whl.co.uk

A1.2 The External Affairs Board

Name	position	email	Telephone
David Marshall	Chairman	marshall.daa@wanadoo.fr	0033 5618 14043
Graham Roe	Branches Committee	graham.roe@baesystems.com	07801 716616
Brian Drewitt	Branches Committee	drewitt1@email.de	0049 89 7913344
Alisdair Wood	Branches Committee	wooda@gkn-whl.co.uk	01935 702493
Hannah Dowson	YMB	Hannah.1.Dowson@british-airways.com	0208 5136321
Ross Barkla	Australia	rbarkla@tpg.com.au	
Gerard Robertson	New Zealand	janeandgerard@xtra.co.nz	
Mr. Hafeezuddin	Pakistan	raes@cyber.net.pk	
Chris Purnell	South Africa	purnellc@caa.co.za	012 426 0067
Curt Graeber		curt.graeber@boeing.com	1 425 234 4948
Bob Lange		robert.lange@club-internet.fr	0033 561 934 667
Graham Harris		gpharris@talk21.com	01902 846355
Ross Bradley		ross.bradley@fac.org.uk	01252 392590
Bruce Hunter		bruce.m.hunter@britishairways.com	01446 712203

A1.3 The Branches Committee

Position	Name	email	Telephone
Chairman	Graham Roe	graham.roe@baesystems.com	07801 716616
Deputy Chairman	Howard Humphries	howard.humphries@btinternet.com	01234 267587
	Tony Heath	tony@theoast24.freemove.co.uk	01892 740577
	Kit Mitchell	kit@kitmitchell.wanadoo.co.uk	01252 617621
	Brian Drewitt	drewitt1@email.de	0049 89 7913344
	Alisdair Wood	wooda@gkn-whl.co.uk	01935 702493
	Roy McCarthy	roy.mccarthy@talk21.com	01242 527730
	John Hopkins	jrah@btinternet.com	01292 316892
	John Newton	john.newton@baesystems.com	01482 663942
	Ashley Smart	ajsmart@QinetiQ.com	01980 663782
	Mike Goulette	Mike.Goulette@Rolls-Royce.com	01332 248056
	Hugh Dibley	hugh@dibley.eu.com	Mob: +33 6 0385 2882

A1.4 Contact Details, staff at 4 Hamilton Place

Main tel: (0207) 670 4300

Main fax: (0207) 670 4309

For direct dial to members of staff replace the last 3 digits with the relevant telephone extension numbers supplied below

EXT	NAME	TITLE	DEPARTMENT
314	Aggie Bailey	Venue Manager	Conferences, Events & Venue Services
311	Andrew Little	Deputy Chief Executive	Directorate
302	Anne Tompkins	PA to the Chief Executive	Directorate
371	Antonia Price	Media & PR Manager	Public Relations
304	Becky Carey	Membership Officer	Membership
303	Beverley Gaynor	Membership Manager	Membership
351	Bill Read	Features Editor	Publications
362	Brian Riddle	Librarian	Library
352	Chris Male	Publications Manager	Publications
341	Christine Philbin	Specialist Project Manager	Directorate
312	Doreen Warner	PA to the Deputy Chief Executive	Directorate
391	Gareth Halstead	Venue Services Assistant	Conferences, Events & Venue Services
333	Gerald McGrath	Finance Officer	Accounts
324	Jake Groves	Admissions Officer (Covering Annabel's Maternity Leave)	Professional Standards
390	Jean Wright	Receptionist	Conferences, Events & Venue Services
316	Jonathan Morris	General Manager	Conferences, Events & Venue Services
307	Julia Austen-Brown	Conference & Events Manager	Conferences, Events & Venue Services
361	Keith Hayward	Head of Research	Directorate
301	Keith Mans	Chief Executive	Directorate
342	Lorraine Reese	Conference & Events Organiser	Conferences, Events & Venue Services
391	Mark Fletcher	Venue Services Technician	Conferences, Events & Venue Services
345	Melissa Warner	Conference & Events Assistant	Conferences, Events & Venue Services
321	Richard Jordan	Accreditation Officer	Professional Standards
325	Rosalind Azouzi	Learning & Development Manager	Careers Centre
332	Salvatore Di Betta	Assistant Accountant	Accounts
315	Sam Phillips	Membership Administrator	Membership
323	Sarah Moore	Professional Standards Manager	Professional Standards
372	Scott Phillips	External Affairs Manager	External Affairs
326	Shumi Syed	Learning & Development Officer	Careers Centre
391	Steve Smith	Venue Services Assistant	Conferences, Events & Venue Services
343	Theresa Matovu	Conference & Events Organiser	Conferences, Events & Venue Services
353	Tim Robinson	News Editor	Publications
331	Tony McManus	Finance Manager	Accounts
354	Wayne Davis	Production Co-ordinator	Publications

A1.5 Specialist Group Chairmen

Committee / RAeS Contact	Chairman	Deputy Chairman
Aerodynamics	Prof Norman Wood 0161 2754260 n.j.wood@man.ac.uk	Dr Clyde Warsop 0117 302 8242 Clyde.warsop@baesystems.com
Air Law	Charles Haddon-Cave QC 020 7583 4444 Charles.haddon-cave@quadrantchambers.com	
Air Power	ACM Sir Michael Graydon	Wg Cdr Michael Bratby 01480 891 977 cambsmike@aol.com
Air Transport	Maurice Hudson 020 8658 3835 Mghudson@avmar.fsnet.co.uk	Richard Lambert 01480 861581 richard@lambertkym.fsnet.co.uk
Airworthiness & Maintenance	John Saull 01342 822712 John@ifairworthy.fsnet.co.uk	Gp Capt Chris Green 020 78070494 Ecsec-devadopen@defence.mod.uk
Aviation Medicine	Gp Capt David Gradwell 01462 851 x8079 HLW-cam-oamw-oc@henlow.raf.mod.uk	Dr Michael Bagshaw 020 8738 7705 mikebagshaw@doctors.org.uk
Avionics & Systems	Brian Thrussell 01256 862819 Brianthrussell@compuserve.com	David Featherstone 01442 870998 David.h.featherstone@btinternet.com
Flight Operations	Capt Ralph Kohn 01276 65642 Ralph@kohn.demon.co.uk	Mr Peter Moxham 01386 852197 Petermoxham@aol.com
Flight Simulation	Dipl.-Ing. Wolf-Dieter Hass +49 69 6968 8410 Wolf-dieter.hass@lft-berlin.dlh.de	Barry Swainston 01444 870684 Barryswainston@clara.co.uk
Flight Test	Paul Rees 01935 381543 Reesp@whl.co.uk	Iain Young 01223 373354 iain.young@marshallaerospace.com
Guided Flight	Brian Shepherd 01525 843558 Brian.shepherd@insys-ltd.co.uk	Dr John Walton 01276 24687 Waltonjuk@aol.com
Historical	Frank Armstrong 01252 616526 Armstrongfleet@totalise.co.uk	Mr Harry Fraser-Mitchell 01252 626996
Human Factors	Carey Edwards 01342 893168 Carey@img.co.uk	Cliff Edwards Shell Aircraft International cliff.edwards@shell.com
Human Powered	Frank Low 01753 884737	Prof John Wimpenny 01727 852003 john@wimpenny-snr.demon.co.uk
Light Aviation	Lee Balthazor 023 9247 9246 balthazor@clara.co.uk	Eur Ing Guy Gratton 01869 336006 Guy.gratton@ntlworld.com
Management Studies	David Faddy David.faddy@hvr-csl.co.uk	
Propulsion joint with IMechE	Andrew Bradley 01322 332249405 Andrew.bradley@rolls-royce.co.uk	Prof. J.J McGuirk 01509 227211 J.J.mcguirk@lboro.ac.uk
Rotorcraft	Keith Reid Keith.reid@rrtm-tml.co.uk	
Space	Mr Pat Norris 01372 759056 Pat.norris@logicacmq.com	Dr Richard Crowther 01235 446431 r.crowther@rl.ac.uk
Structures & Materials	Dr Malcolm Nash	

	01252 395616 mnash@qinetiq.com	
--	--	--

ANNEX 2

REGULATIONS FOR FORMATION AND GOVERNANCE OF SOCIETY BRANCHES

March 1999

PREAMBLE

The Council of the Royal Aeronautical Society is the body legally responsible for commitments made in the name of the Society. The By-Laws state:-

By-Law 18

The power to form Divisions, Branches, Sections and Groups shall be vested in Council who may draw up and vary as they think fit Regulations for their formation and governance.

By-Law 19 (B)

No member of the Council nor any class in the Society shall have power, without the authorisation of the Council, to enter into any contract, obligation, pledge, or expense on behalf of the Society, and if he should do so, he shall be personally liable thereto.

Each member of the Council, or of its Committees, or of a Divisional Council or of a Branch Committee, and each member of a Committee appointed pursuant to the provision of By-Law 17 or by a Divisional Council, and any officer of the Society, shall be indemnified out of the funds and property of the Society to such extent as the Council shall approve from and against such costs, charges or damages as he may sustain by reason of his accepting office or acting in execution of the duties or power imposed upon him or given him by the Charter or these By-Laws.

By-Law 25

Every candidate for election into any class of membership shall undertake to abide by the Charter and these By-Laws.

The Regulations which follow are aimed to guide the Branches of the Society in their formation and governance, such that conflict with these By-Laws is unlikely.

REGULATIONS

- 1 This document shall supersede all documents of prior date concerning the formation and governance of Society Branches.

The main objectives of Branches are:

- (a) to promote the Society's Charter objectives, Council policy and Society activities in the area of the Branch; especially when there are centres of aerospace industry, education or operations in that vicinity.
 - (b) to enable members to represent the Society, and organise lectures and other events, in their area.
- 2 When a group of Society members, located in an identified area, are able to convince Council that they have the will and resources effectively to comply with all the Regulations defined in this document, they shall be empowered by Council to form a Branch of the Society covering the area. Such a Branch shall comprise not less than thirty members of the Society, unless a lesser number is approved by Council in a specific case. The use of the term Branch member can only be applied to individuals who wish to be associated with a particular Branch of the Society and who hold a grade of membership of the Society as defined in the By-Laws. Detailed guidance, help and advice on the formation of Branches and on conducting Branch affairs shall be available from the Director and from the Chairman of the Branches Committee. Documentation concerning such matters shall refer to these Regulations and shall be compatible with and subordinate to them, to the Charter and By-Laws, at all times.
- 3 Each Branch of the Society will be managed by a Committee of not less than eight, elected at a Branch Annual General Meeting by members of that Branch. Either the Chairman or Honorary Secretary of the Branch, or both, shall be a full voting member of the Society. The Committee may appoint a Branch President, if they so wish. If appointed, the Branch President must be a voting member of the Society and shall be the Senior Officer of the Branch at Branch functions. The Branch Committee shall meet regularly during the year.
- 4 The Society will maintain a systematic procedure for financial support for each Branch. Branches are empowered to raise supplementary funds. (An example is the freedom to make charges for non-members attending Branch events. Such charges should obviously not be set at levels which hinder recruitment of Society members.) The Branches will submit an annual statement of accounts to the Branches Committee, covering actual expenditure for the last years activities and a forecast budget for the next year. The forecast budget shall form the basis for the provision of financial support.
- 5 The committees of Branches are authorised by Council to commit and undertake cumulative expenditure not exceeding £5000 in any one Society

financial year, on the activities of that Branch, provided that this has been formally authorised by not less than fifty percent of the members of that Branch Committee and that it is compatible with the Charter and By-Laws, Council and Branch policy and these Regulations; and that such commitment, or expenditure, is judged unlikely, by its Committee, to constitute wrongful trading as defined by S214 Insolvency Act 1986, or to cause the insolvency of that Branch. (Note that wrongful trading occurs when the person responsible did not take every step he ought to have taken with a view to minimising potential loss to creditors, when insolvency occurs, or might occur.)

- 6 Based upon the advice of the Branches Committee, The Director, acting jointly with the Society's Honorary Treasurer on behalf of Council, may authorise a Branch cumulatively to commit or spend in excess of £5000, if satisfied that wrongful trading as defined by S214 Insolvency Act 1986 and consequent insolvency of that Branch are unlikely.
- 7 Should a Branch wish to arrange any event which could create a possibility, however unlikely, of the Society being sued for a sum exceeding £5000, or such sum as the Director may approve under Regulation 5 (for example, an air display), the Committee shall seek the advice and assistance of the Director in arranging suitable insurance, or any other action which may be necessary to protect the Society. In the event of doubt the Branch Committee shall always consult the Director.
- 8 The Officers and the Committee of a Branch shall be indemnified by the Society in respect of their actions to the extent of a total of £5000 in any one financial year, or to such sum as the Director may have agreed under Regulations 5 and 6, provided that such Officers or Branch Committee have acted in accordance with these Regulations.
- 9 On appointment, every member of a Branch Committee shall receive two copies of these Regulations. One copy will be retained and the other shall be signed to confirm that the Committee member has received the Regulations and understands them. The Chairman of the Branch shall be responsible for ensuring that Regulations have been signed, and sending a list of those who have signed to the Director.
- 10 Regulations 5, 6, 7, and 8 shall be waived, if the Committee of a Branch Overseas can satisfy the Council that the laws of the country in which the Branch is domiciled, adequately protect the Society from liability in the event of that Branch becoming insolvent. These Regulations shall not be waived until the Council has issued a statement to the Branch in writing.
- 11 Each Branch Committee shall define Rules and procedures for the management of its affairs, provided these do not conflict with the Society Charter, its By-Laws, or the Regulations promulgated in this document. This shall be done in conjunction with the Chairman of the Branches Committee, in order to ensure a consistent approach. The Rules of each Branch shall be approved by the Branches Committee acting on behalf of Council. The substantive copy of the latest approved Rules of each Branch shall be

submitted to the Director of the Society. The Chairman of the Branches Committee shall be responsible for ensuring that the substantive copy of the up to date documentation has the agreement of the Director of the Society and is lodged at the Society headquarters.

- 12 The Charter of Incorporation and the By-Laws shall take precedence over these Regulations. These Regulations shall take precedence over Branch Rules.
- 13 Each Branch Committee shall manage its own financial affairs in a prudent and solvent manner and shall account for them independently from those of the Society Headquarters.
- 14 In the event of a Branch being disbanded, either as the result of failure to satisfy these Regulations, or as the result of a majority decision taken by the Branch members in a properly conducted ballot, all moneys and assets remaining after all the liabilities of the Branch have been satisfactorily and legally cleared shall revert to the ownership of the Society.
- 15 In the case of an Overseas Branch being disbanded, all moneys and assets remaining after all liabilities have been satisfactorily and legally cleared shall not be distributed to the members, but shall be used in accordance with the decisions made by the members during the winding-up ballot.
- 16 The Committee of each Branch shall maintain contact with the Society Branches Committee and will participate in the election of the members of that committee. Note that the Branches Committee exists to discuss and co-ordinate the views and interest of Society Branches and to act as a communication channel with the Regional Affairs Board and the Council. The Chairman of the Branches Committee is an ex-officio Member of the Council under By-Law 8.
- 17 The Committee of each Branch shall at all times conduct the affairs of its Branch in such a manner as to:
 - (a) ensure good management and Branch solvency.
 - (b) enhance the status, reputation and influence of the Society, especially in the Branch's specified area.
 - (c) uphold and implement the Charter, the By-Laws and these Regulations.
 - (d) actively promote growth in Society membership.
 - (e) recommend to the Chairman of the Branches Committee actions, initiatives and policies which will promote the interests of the Society.
- 18 The Director shall be authorised to accept, in consultation with the Chairman of the Branches Committee, any requests for temporary waivers to these regulations.

- 19 Those Society Branches which are part of a Division shall be governed by Rules which are defined by their Divisional Council. Such Divisional Rules need not conform exactly to these Society Regulations for Branches, but shall take them into account. Each Division's Rules for its Branches must be compatible with the Society Charter, the By-Laws and the Regulations for Formation and Governance of Society Divisions.

ANNEX 3

RULES OF A TYPICAL BRANCH

XXX BRANCH RULES

1. Definitions

In the Rules, the masculine gender includes the feminine unless the context precludes. The word or words in the first column of the table below shall, unless the context otherwise requires, bear the meaning set opposite to them respectively in the second column:-

WORDS	MEANINGS
“The Branch”	The XXX Branch of The Royal Aeronautical Society.
“The Society”	The Royal Aeronautical Society, with which is incorporated the Institute of Aeronautical Engineers, the Helicopter Association of Great Britain and the Society of Licensed Aircraft Engineers and Technologists.
“The Council”	The collective body of members of the Society duly elected and constituting the Council of the Society for the time being.
“The Committee”	The governing body of the Branch, duly elected from amongst the members of the Branch.
“The Auditor”	The auditor appointed at the Annual General Meeting of the Branch to undertake the annual audit of the Branch accounts and to report thereon to members of the Branch

2. Objectives

The objectives of the Branch shall be to further the objects and purposes of the Society, to provide a local nucleus of informed opinion on relevant technical matters, and inter-alia:

- (i) To promote and encourage the acquisition of knowledge in all matters pertaining to the profession of aeronautics and to establish friendly intercourse among members.
- (ii) To promote the Society’s Charter objectives.
- (iii) To arrange meetings at which papers may be read and discussed.
- (iv) To arrange visits to places of aeronautical and general engineering interest.

- (v) To promote membership of the Society generally and, in particular, in its local area.

3. Membership

Branch membership shall be open to all members of the Society; no technical status shall be granted to members of the Branch as such.

4. The Branch Committee

- (a) The Branch shall be governed by a Committee duly elected from amongst the members of the Branch. Any two members of the Branch may nominate a member to serve on the Committee. The name of each member nominated must be sent to the Secretary in writing at least 21 days before the Annual General Meeting.
- (b) A list of the names of the candidates nominated to serve on the Committee, in alphabetical order, must be sent by the Secretary to the members at least 14 days before the Annual General Meeting.
- (c) Each member present at the Annual General Meeting may vote for any number of candidates not exceeding the number of vacancies.
- (d) If two or more candidates obtain an equal number of votes, the Committee must select from them by lot the candidate or candidates to be members of the Committee.
- (e) The Committee shall consist of not more than twelve members of the Branch, including the Branch Chairman, Branch Vice-Chairman, Branch Secretary and Branch Treasurer. The members of the Branch Committee must also be members of the Society. Four members of the Committee must retire annually but can offer themselves for re-election
- (f) The Committee shall elect from its number a Branch Chairman, Branch Vice-Chairman, Branch Secretary and Branch Treasurer.
- (g) The Committee shall meet as often as the business of the Branch shall require and shall have power to co-opt additional members. The quorum of any meeting of the committee shall be four elected members. If a quorum is still not present thirty minutes after the appointed starting time, the meeting shall be dissolved.

5. Branch Chairman

The Branch Chairman shall take the Chair at all meetings of the Committee at which he is present; at all such meetings he shall have a second or casting vote.

6. The Branch Secretary

The Branch Secretary shall conduct the correspondence of the Branch, prepare agenda and minutes, maintain the list of members and shall be the executive officer of the Committee. He shall, when practicable, see that copies of all papers and lectures read before the Branch are sent to the Secretary of the Society

7. The Branch Treasurer

The Branch Treasurer shall manage the financial activities of the Branch, and shall submit accounts for the approval of the Committee. He shall prepare the annual statement of accounts for verification by the auditor before approval by the Annual General Meeting of the Branch.

8. The Branch President

The Committee may nominate a President as the titular head of the Branch for an indefinite period. The Chairman or Vice Chairman may invite the President to chair meetings at which he is present.

6. General Meetings of the Branch

- (a) The Annual General Meeting of the Branch shall be held not later than the 31st May in each year. It shall receive and deliberate upon the Committee's report on the past year's working of the Branch, shall receive for approval the statement of accounts for the preceding financial year, and shall elect the new members of the Committee on a show of hands.
- (b) A Special General Meeting of the Branch may be convened at any time of the year to consider any changes to the Branch Rules
- (c) Notices of motion to be considered by an Annual or Special General Meeting of the Branch shall be sent to the Secretary in writing no less than 28 days before the Meeting at which they are to be discussed. Such motions shall be placed upon the agenda in the order in which they are received by the Secretary.
- (d) Notice of an Annual or Special General Meeting shall be given to all members of the Branch at least 14 days before the date thereof, and shall contain details of the business of the Meeting. Such notice shall also be sent to the Secretary of the Society, with a copy of all papers to be considered at the Meeting.

- (e) Full reports of General Meetings of the Branch shall be sent to the Secretary of the Society, together with the Committee's annual report and statement of accounts.
- (f) The quorum for an Annual or Special General Meeting shall be ten members who shall also be members of the Society

10. Rules

The rules for the government of a Branch shall only be changed by the approval of a majority of the voting members present at a properly convened Special General Meeting of the Branch.

The rules of the Branch shall not contradict the Rules and Statutes of the Society, nor the rules laid down by the Society for Branches. In the event of such contradiction, the rules of the Branch shall be considered inoperative, and shall be modified as appropriate.

ANNEX 4

BRANCH FINANCIAL CLAIM FORMS AND A TYPICAL BUDGET

BRANCH FINANCIAL CLAIM (example for year 2000)

Jan 1st 2000 – Dec 31st 2000

Branch

Data from 1999

Total capital held on 31.12.98 (or end of latest financial year):

Number of lectures & events held/proposed:

Average attendance:

Number of Society Members (most up to date figure – excluding Students):

Financial request for 2000

Lectures and events planned:

Total expenditure forecast:

Income forecast (other than Hamilton Place):

Finance requested from Hamilton Place:

Additional Information:

Notes for the completion of the form above

The total RAeS budget for Branch support for the year 2000 will be made up of 3 components:

The main component will be £5 per head for each Society member associated with a Branch. It is estimated that this will approximate to 80% of the total request from Branches to Hamilton Place.

The remaining 20% will be used to fund those Branches' whose budget request justifies support above the £5 per head figure. For instance where outside support is limited and where the number of Society members involved with the Branch is small, but where the programme of events is extensive.

The third element will be a small contingency held by Hamilton Place to deal with emergencies and to establish new Branches.

Your Branch request for finance from Hamilton Place should be based upon the following:

£5 per Society member who is a member of your Branch.

Support or lack of it from outside bodies

Capital held

Level of proposed activity

Other income (such as income from non-Society members who attend Branch functions)

Your reserves should not exceed 2 years' expenditure. As a guide, one year's expenditure should be sufficient to hold in your reserves. If the figure exceeds two years' expenditure your request from Hamilton Place may be abated below the £5 per head figure.

If your programme of activity means you need more finance from Hamilton Place over and above the £5 per head mentioned, you may request this, and provided there are sufficient funds in the budget Hamilton Place will endeavour to provide it. Equally, if your programme needs less than £5 per head to fund it, then ask for the smaller figure.

Your request for finance should be activity driven and aim at encouraging increased attendance from members of the Society of all age groups, as well as promoting aerospace to a wider audience.

If your programme changes after the budget submission, you may make a further request for financial assistance which will be taken from the contingency.

Your budget submission must be sent to the Society to arrive not later than 1st July 1999. If we are unable to fund your submission we will contact you and discuss it with you before the end of August 1999. If you do not hear from us by that date you can expect to receive within 10% of your request. The actual figure will be sent to you as soon as the Society's budget is approved by the Council.

Your approved request will be paid in two equal instalments on 1st February and 1st August in the year 2000. The second instalment will depend upon us receiving

a copy of your accounts for 1999, together with your budget for the year 2001 by 1st July 2000.

Please just enter the number of Society members currently associated with your Branch. You may be asked to support figures supplied.

EXAMPLE OF A BRANCH FINANCIAL CLAIM

Jan 1st 2000 -- Dec 31st 2000

Branch....."Blank"...

Data from 1999

Total capital held on 31.12.98 (or end of latest financial year):£5074 held at 31st March 1999, the end of the "Blank" Branch financial year

Number of lectures & events held/proposed:9 lectures, including the Named Lecture & associated buffet, plus one visit to the AAIB.

Average attendance:100

Number of Society Members (most up to date figure - excluding students):186

Financial request for 2000

Lectures and events planned:9 lectures, including the Named Lecture & associated buffet, plus 3 or 4 visits.....

Total expenditure forecast:£2470.....See attachment

Income forecast (other than Hamilton Place):£730.....See attachment

Finance requested from Hamilton Place:£930.....(186 Society Members -- excluding Students -- @ £5 per head)....

Additional Information:

The shortfall of £810 (between the forecast expenditure of £2470 and the forecast total income of £1660) will be drawn from the Branch's capital reserve of £5074, thereby bringing the reserve fund to £4264. This represents less than 2 years expenditure based on the 1999 - 2000 season's forecast expenditure.

Signed.....XYZ.....Chairman, "BLANK "Branch of the RAeS

Dated.....June 1999.

Attachment to "Blank" Branch 1999 Financial Claim
(For the Society Financial Year Jan. 1st - Dec. 31st 2000 and Relating to the
"Blank" Branch Sept. 1999 - May 2000 Season)

Expenditure Forecast	1999-00	(98-99 actual)
Lecture expenses	700 (Note 1)	639
Named lecture expenses	500	488
Presentation Tankards	600 (Note 2)	-
Catering labour costs	160 (Note 3)	160
Depreciation of equipment	120	204
Printing, postage, stationery	160	159
Conference expenses	105	- (Note 4)
Support for SEPEI	100 (Note 5)	62
Internet	25	25
Miscellaneous	-	18
Contingency	100	-
Total	2470	1755

- Note 1. At this stage none of the lecturers have decided whether or not they will require hotel accommodation. The forecast is intended to cover only associated dinner and travel costs.
- Note 2. Each Lecturer is presented with an engraved glass tankard. Purchase of these in bulk (3 to 4 years supply) reduces the cost significantly.
- Note 3. Members of the audience pay the caterer for coffee/tea and snacks but the Branch is responsible for the caterer's labour costs.
- Note 4. The '98 Conference costs were borne in the '97-98 Branch financial year .
- Note 5. This is based on travel costs for attendance at the same number of SEPEI meetings and local events as in the previous year.

Income Forecast	1999-00	(98-99 actual)
Friends	220	237
Visitors	40	47
Raffles	400	416
Interest	70	126
Sub-total	730	826
Hamilton Place (186 Soc. members @ £5.00)	930	800
Total	1660 (Note 6)	1626

- Note 6. The shortfall of £810 (between the forecast expenditure of £2470 and the forecast total income of £1660) will be drawn from the Branch's capital reserve of £5074, thereby bringing the reserve fund to £4264. This represents less than 2 years expenditure based on the 1999 - 2000 season's forecast expenditure.

ANNEX 5

General Notes and Rules for Submission of Papers

N E Rowe Medals Awards

Revised May 2005

1. Introduction

The Award was established in 1956 by Council in honour of the valuable work done by N E Rowe when he was Chairman of the Branches Committee. The aim is to encourage the oral presentation of technical papers by younger people connected with aeronautics.

There are two annual awards available, each consisting of a Medal and a monetary grant of £500.

Many of the papers submitted each year are of a good standard but only one medal can be awarded in each of the age groups. In recognition of this, Council has agreed that a Certificate of Merit can also be granted, where warranted, to other papers submitted.

2. Eligibility

One Medal may be awarded for the best lecture given before any Branch of the Society by a member of a Branch, Group or sub-section who is under the age of 25 years (ie has not reached his/her 25rd birthday). The other Medal may be awarded for the best lecture given before a Branch by a member who is aged 25 years or more but less than 30 years. Ages are to be within these limits on the day the paper is first presented.

3. Procedure

The paper is first presented at a Branch or a meeting of the Graduates' and Students' Section, as appropriate. The written version of the paper should be in the hands of the local Assessors prior to this oral presentation. If considered suitable for an award, the written version should be forwarded with details of the local assessment (completed copies of Attachment 1) to the Medals and Awards Committee. The recommendations of the Branches Committee will be considered by the Medals and Awards Committee and the Council of the Society, before a final decision is announced.

If, in the judgement of the Branches Committee, the papers submitted are not of sufficient merit, then an Award may not be made. Normally it would be expected

that a Branch would not submit more than one paper for each Medal in any one year. In the event of a tie at a Branch competition, ie both presentations and papers are deemed to be equal, the Committee may accept more than one paper.

4. Presentation of the Paper

The Paper is to be devoted to any aspect of aeronautics, space and associated topics. The presentation is to be completed within thirty minutes, followed by a discussion at which local adjudicators are present.

The written paper can be of a style suitable to the topic, in terms of basic layout, sub-division, figures, tables and appendices, but the oral presentation must cover all the main group without excessive compression or speed, within thirty minutes.

There should be no major amendments, deletions or additions to the paper after the oral presentation has been given. Brief appendices may be added in explanation and support of statements made in the lecture; also detailed supporting material, such as mathematical derivations of formulae which are not suitable for oral versions. A hand-written copy would be acceptable if legible.

The use of high quality information technology and desktop publishing applications is acceptable and produces a professional result. These aids are not, however, essential as it is the content of the presentation and paper that is of prime importance. Clarity and relevance are the main ingredients.

Computer driven visual aids may be used during the presentation. However, the degree to which they are employed should be gauged with care as the main adjudication criteria will be based on the presentation skills rather than the preparation skills of the candidate.

5. Method of Assessment of Oral Presentation

The following is not intended to be an exhaustive list of points to be considered, merely as a good guide.

- Introduction of the idea
- Development of the argument
- Smooth Flow
- Quality and relevance of diagrams and figures
- Spoken Delivery
- Response to questions

The actual means of local Branch evaluation and scoring is a Branch responsibility.

6. Adjudication

It will be appreciated that the final adjudication rests on the paper as read by the Branches Committee who rely on the submitting Branch Secretary for evidence of the oral presentation and those factors that make a successful live lecture. It is therefore important that the written review includes, but is not limited to, an assessment of the following.

- (i) Presentation of the case
- (ii) The Presentation - Oral
 - Visual
- (iii) Originality
- (iv) Grasp of the subject
- (v) Choice of subject
- (vi) The paper in its own right.
 - a) Aeronautical relevance
 - b) Technical content
 - c) Layout
 - d) Grammar, spelling, diagrams and general readability.

"Originality" in this context does not imply a new discovery but that the paper has been put together by original effort from appropriate sources and has not previously been prepared for any other purpose.

It is essential where applicable, that proper reference is made to all other material consulted. It is not, of course, necessary to quote page numbers and similar detail in every case; the main object must be to allow the reader to find the sources used. Direct quotations must be acknowledged as such.

The diagrams used should be chosen with special care. They must be capable of being readily understood in the oral presentation of the Paper and be useful in the written document.

The Paper will not be judged pedantically for its grammar but it has to be remembered that without an adequate use of language (oral and written), reasoned argument is inhibited and the Presenter's case is weakened.

To attempt to achieve a degree of consistency between Branch Reports, Attachment 1 "Recommended Branch Adjudication Proforma" is provided and should form the basis for reporting the results of the Branch adjudication, to the Branches Committee. Detailed marking proformas are not mandated as they may

not be compatible with local Branch competition rules. However it is essential that the content of the Branch (Secretary's) Report covers adequately all of the areas on Attachment 1. Failure to provide this depth of information will render the submission inadmissible.

In assessing the Branch Submission, the Branches Committee will use a 60:40 weighting between the Branch Review of the presentation (as reported in the Proforma) and the submitted Paper.

7. Timing

The Paper must be presented in time for the local assessment to be made and the Paper to be received by the Branches Committee not later than 15th October. No other wavers to the submission date will be considered.

The 15th October submission date allows time for the Branches Committee adjudicators to receive, read and obtain an initial assessment of the Papers for initial feedback to the November Specialist Awards Committee meeting. This provides an opportunity for the Branches Committee Adjudicators subsequently to meet and discuss their recommendations and to obtain further specialist advice as appropriate. The Branches Committee Adjudicators' Report is needed to be agreed by the end of January for onward submission to the Medals and Awards Committee for their mid-February meeting and subsequent clearance by the April Council Meeting.

Papers received too late to be considered in the year they were presented will automatically be considered in the following year.

8. Presentation of Awards

The Medals are presented, together with all of the Society's principal Awards on the occasion of the Sopwith Lecture held in London, usually in July.

A plaque inscribed with the winner's details will be presented to the winner's Branch. The N E Rowe Shields will be held at Hamilton Place on permanent display, with each year's winners being recorded.

9. Publication

If considered suitable, the Society may, with the author's agreement, publish in one of its journals, any paper(s) submitted for the Award.

N E Rowe Medals Award Summary of Rules

1. The Medals are to be known as the N E Rowe Medals
2. The Medal is to be awarded to the best Lecture given before any Branch of the Society by a member of a Branch, Group or sub-section, who is under 23 years old.
A further Medal is to be awarded for the best Lecture given before any Branch of the Society by a member of a Branch, Group or sub-section, who is at least 23 years but less than 28 years old.
3. A "Certificate of Merit" may be awarded in both age groups to recognise papers of a high standard.
4. A monetary Award of £100 will be given to the Medal Winners in each age group.
5. Ages are to be within the limits stated on the day on which the lecture is delivered.
6. The paper should not previously have been published or considered for an award. However, this does not preclude a local Branch competition and any other activity taking place concurrently with the N E Rowe Award.
7. The written paper is to be in the hands of the local Branch Assessors before the oral presentation is given.
8. The presentation, excluding discussion, is to be completed within a period of thirty minutes.
9. Three copies of each paper entered by the Branch for the Award should be submitted to the Medals and Awards Committee to arrive not later than 15th October.
10. Each entry is to be accompanied by a Report on the oral presentation, by the local Branch Assessors, including confirmation that the time limit has been achieved. The Branch Report must cover a defined range of considerations as prescribed on the recommended Proforma.
11. The entries must have been presented within the 18 months prior to the latest date for submission to the Main Society.

**Royal Aeronautical Society
Submission for N E Rowe Medal Award
Branch Adjudication Proforma**

Branch _____ **Award Age Group** _____

Title

Author's Name _____ **Date of Birth** _____

Date of Presentation _____

Adjudicator _____

ASSESSMENT (each section to be scored out of 10 - total for paper 50)

Duration of Lecture (excluding discussion) _____ minutes

Presentation of Case (adequacy of introduction, development of theme or topic, relevancy of conclusion)

Standard of Oral Presentation (spoken delivery, audibility, speed, flow)

Standard of Visual Presentation (relevance, ease of reading and assimilation)

Discussion (ability to answer questions, ability to clarify and elaborate to get the message over)

General (originality, choice of subject, relevance, technical content, grasp of subject)

Any other comments

ANNEX 6**DOCUMENT CONTROL**

This page lists the current issue of each section and annex of this handbook, to ensure that Branches are using the up to date version of the document.

Section	Title	Pages	Issue number	Date issued
-	Contents	i to iii	4	March 2004
1	Introduction	1-1 to 1-4	4	April 2004
2	Organisation of Branches	2-1 to 2-14	4	April 2004
3	Activities of Branches	3-1 to 3-11	4	April 2004 note: section 3.9 missing
4	Forming a new Branch	4-1 to 4-4	4	April 2004
Annex 1	Useful contacts	A1-1 to A1-11	4	March 2004
A1.1	Branches and Divisions	A1-1	4	March 2004
A1.2	The Regional Affairs Board	A1-5	4	March 2004
A1.3	The Branches Committee	A1-6	4	March 2004
A1.4	Staff at 4 Hamilton Place	A1-8	4	March 2004
A1.5	Specialist Group Chairmen	A1-10	4	March 2004
Annex 2	Regulations for Branches	A2-1 to A2-6	4	March 2004
Annex 3	Rules of a typical Branch	A3-1 to A3-	4	March 2004
Annex 4	Financial claim forms	A4-1 to A4-	4	March 2004
Annex 5	N E Rowe Medals Award - Summary of Rules	A5-1 to A5-6	4	April 2004 New addition to issue 4
Annex 6	Document control	A6-1	4	April 2004 Re-numbered Annex 5 from issue 3