



**The Royal Army Service Corps
&
Royal Corps of Transport
Association**

**Handbook
2025**

(Amended and Updated October 2025)

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RLC Museum: [The Royal Logistic Corps Museum - Worthy Down, Winchester](#)

RLC Museum Shop: [Shop | RLC Museum](#)

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Note: Annex A, Branch and Regional Accounts, is also available separately on the website in a PDF and Excel format.

HISTORICAL RECORD

ROYAL WAGGONERS	1794 - 1795
ROYAL WAGGON CORPS	1799 - 1802
ROYAL WAGGON TRAIN	1802 - 1833
LAND TRANSPORT CORPS	1855 - 1856
MILITARY TRAIN	1856 - 1869
ARMY SERVICE CORPS	1869 - 1881
CONTROL DEPARTMENT AND ARMY SERVICE CORPS	1869 - 1875
COMMISSARIAT AND TRANSPORT DEPARTMENT AND ARMY SERVICE CORPS	1875 - 1880
COMMISSARIAT AND TRANSPORT STAFF AND ARMY SERVICE CORPS	1880 - 1881
COMMISSARIAT AND TRANSPORT CORPS	1881 - 1888
ARMY SERVICE CORPS	1888 - 1918
ROYAL ENGINEERS (TRANSPORTATION)	1916 - 1965
ROYAL ARMY SERVICE CORPS	1918 - 1965
ROYAL CORPS OF TRANSPORT	1965 - 1993

RASC & RCT ASSOCIATION

Patron:

HRH The Duke of Gloucester KG GCVO

President:

A General Officer late RASC, RCT or RLC
(President of the RASC and RCT Council)

Chair:

Elected by the Committee of Management

Vice-Chair/s:

Elected by the Committee of Management

Association Secretary:

Appointed by The President and Chair

COUNCIL

President

COMMITTEE OF MANAGEMENT

Chair

Vice-Chair/s

Members

Representatives from:

Eastern Region
Northeast Region
Northern Ireland Region
Scottish Region
Southeast & London Region
Southwest Region
Wales & Western Region
Association Benevolence

Co-opted members as elected by the Committee

CURRENT OFFICE HOLDERS

COUNCIL

President:

Brigadier PAD Evans OBE DL

COMMITTEE OF MANAGEMENT

Chair:

Colonel NEL Gilbert MBE

Vice-Chairs:

Lieutenant Colonel PM Poole MBE
Col MCH Underhill OBE DL (from March 2026)

Members:

Lieutenant Colonel MJB Graham	Co-opted - Life Vice Patron
Lieutenant Colonel J Knowles	Co-opted - Life Vice Patron
Lieutenant Colonel PA Duncan	Co-opted - Benevolence
Lieutenant Colonel TC Byrne MBE	Eastern Region
Lieutenant Colonel PM Poole MBE	Northeast Region
Mr D Burnside	Northern Ireland Region
Major T Igoe	Scottish Region
Mr JW Phillips BEM	Southeast & London Region
Major MS Corthine BEM	Southwest Region
Major AO Davidson	Wales & Western Region

TITLE

The Royal Army Service Corps Association (RASC) was formed on 1st October 1927 for the benefit of past and present members of the Corps. In July 1965 the RASC was designated the Royal Corps of Transport (RCT) and, in order to embrace the new title of the Corps, the Association was re-designated the Royal Army Service Corps and Royal Corps of Transport Association, hereinafter referred to as the Association. Consequent upon the convergence with The Royal Logistic Corps (RLC) Association on 1st July 2011 the Constitution was reviewed and the 2011 edition of the Handbook incorporated all appropriate amendments. Now this revised 2025 Handbook reflects changes such as the demise of the Annual Conference, closer ties with The RLC Association with whom we now work in partnership, and the need to look ahead to migration with The RLC Association at some stage in the future. The Association Rules in this revised handbook are the Constitution of the Association and are intended (with small amendments where required) to endure for the future of the Association and to the point that either the Association, or parts of it, migrate to The RLC Association, at which point they will fall under the Title and Rules of The RLC Association.

OBJECTIVES

The Objectives of the Association are to maintain the History, Legacy and Past Contribution of the RASC and RCT to the British Army by:

1. Maintaining contact between former members of the RASC and the RCT and former and serving members of The RLC and other Forming Corps of The RLC, fostering mutual friendship between them and providing for social gatherings for them; and
2. Fostering esprit de corps, fellowship, camaraderie of the members and veterans and preserving traditions; and
3. Through Benevolence to relieve, either generally or individually, members of the Association, former members of the RASC and RCT and their dependants, who are in conditions of need, hardship or distress.

In furtherance of the foregoing Objectives, the Association, through its Committee of Management, shall have the following powers:

1. To affiliate to other similar organisations or institutions.
2. To take all necessary action for publicising and disseminating information concerning the histories, deeds and traditions of the RASC and RCT.
3. To receive take and accept any gifts of property whether subject to any special trusts or not.
4. To receive and accept contributions by way of donations and to raise funds for the said Objectives provided that the Association shall not undertake any permanent trading activities in raising funds for its Objectives.
5. To do all such other things as shall further the said Objectives.

The Association works in partnership with The RLC Association. It is what is described as a 'linked charity' - we are not a charity in our own right but have a formal affiliation to The RLC Charity, with whom we work in close co-operation. The Association also works in close co-operation with the RASC & RCT Council and Officers' Club as well as other Forming Corps of The RLC.

RULES

1. THE ORGANISATION

1.01 The Association shall consist of a Committee of Management, Regions, and Branches. The Association employs a secretary who is responsible to the Association Chair for the running of the Association. The RASC and RCT Association Secretary (hereafter referred to as the Association Secretary) is located at RHQ The RLC, Building 204, Worthy Down Barracks, Winchester, SO21 2RG. These organisations are defined as follows:

1.02 A Committee of Management shall be the focal point of the Association and manage the affairs of the Association. It meets twice annually, normally at RHQ The RLC in Worthy Down.

1.03 Regions: Geographic areas, which are currently:

Eastern Region
Northeast Region
Northern Ireland Region
Scottish Region
Southeast & London Region
Southwest Region
Wales & Western Region

Changes to these Regions may be made by the Committee of Management after due consideration.

1.04 Branches: As established and authorised by the Committee of Management. These include National Branches, which may either sit within a Region for administrative purposes, or sit outside of the regional structure and report to/liaise directly with the Association Secretary.

1.05 The Association shall have the following Officers:

Patron
President (President of the RASC and RCT Council)
Chair
Vice Chair

1.06 The President shall be a General Officer late RASC, RCT or RLC in his capacity as President of the RASC and RCT Council.

1.07 The Association shall be governed in accordance with these Rules which can be altered by resolutions passed by the Committee of Management and approved by the Council.

1.08 The Association shall work in partnership and close consultation with The RLC Charity and The RLC Association, as appropriate.

- 1.09 The Association Secretary will be the executive officer of the Association and as such is responsible for the day-to-day management of the Association. This includes running National events and supporting Regions and Branches. The Association Secretary will act as the Secretary of all Committee of Management meetings. The Association Secretary will, if possible, be a retired officer of the RCT or RLC. He/She will be employed by the RLC Charity. In arranging the appointment, the RLC Charity will consult with the President and Chair.
- 1.10 The Association may be dissolved by a resolution passed by a majority (as outlined at rule 2.02) of the members at a Committee of Management convened for the purpose and, if passed, 90 days' notice of such resolution shall be given to the members of the Association. Such resolution may give instructions for the disposal of any assets held by or in the name of the Association, provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the Association but shall be transferred to The RLC Charity.
- 1.11 Any alterations to these Rules shall receive the assent of the Committee of Management. A proposal for the alteration of the Rules must be received by the Association Secretary at least 28 days before a scheduled Committee of Management meeting.
- 1.12 All financial matters in respect of Association business shall be the full responsibility of the RLC Charity and its trustees.

2. MANAGEMENT

Committee of Management

- 2.01 Chair: The Chair shall be elected by the Committee of Management and will continue to serve unless another candidate is proposed and elected at a subsequent Committee of Management.
- Vice-Chair: The Vice-Chair shall be elected by the Committee of Management and will continue to serve unless another candidate is proposed and elected at a subsequent Committee of Management.
- Members: One Representative from each Region (normally the Chair), each to be elected annually by the Regional Committee and endorsed by the Committee of Management.
Members may be co-opted to join the Committee of Management.
- Member & Secretary The Association Secretary.
- 2.02 The Committee of Management shall hold not less than two ordinary meetings in each year. A Special Meeting may, at any time, be summoned by the Chair or at the request of

any four members, upon at least 28 days' notice being given to all other members of the matter to be discussed. Six members shall form a quorum. Every matter before the Committee of Management shall be determined by a majority of votes of the members present. In the case of an equality of votes the Chair shall have the casting vote whether he/she has previously voted or not, but no member shall, in any other circumstances, have more than one vote. Branches having matters affecting Association policy to be placed before the Committee of Management will refer it through their Regions. This does not refer to matters of ordinary routine, which may be referred to the Association Secretary.

- 2.03 The Association Secretary shall record minutes of all meetings, or subcommittees. They will be confirmed and signed by the respective Chair at the next meeting. Copies of the minutes of the meetings of the Committee of Management shall be circulated to all Committee Members and to the Chairmen of Regional Committees for onward circulation to Branches. National Branches not administered by a Region will receive minutes from the Association Secretary.
- 2.04 At each (six monthly) meeting the Chair of the Committee of Management and Regional Chairs shall present a report of the important activities of the Association during the previous period.
- 2.05 The Committee of Management may appoint a Sub-Committee as desired.
- 2.06 All acts and proceedings of the sub-committees shall be reported as soon as possible to the Committee of Management.
- 2.07 The Committee of Management may co-opt such persons for such purposes and for such period as the Committee may think proper.
- 2.08 The Association Secretary shall have power to make or amend byelaws for the administration and management of the Association provided they are consistent with the Rules.
- 2.09 Members of the Committee of Management having matters to be placed before a meeting will send copy of the same to the Association Secretary not later than 14 days prior to the date of the meeting at which the matter is to be discussed.
- 2.10 In the execution of their duties, no Member of the Committee of Management shall be liable for any loss to the property of the Association arising by reason of any wrongdoing or wrongful omission of any agent employed by him or by any other Member of the Committee of Management (provided reasonable supervision shall have been exercised) although the employment of such agent was strictly not necessary or expedient or by reason or any mistake or omission made in good faith by any Member of the Committee of Management, or by reason of any other matter or thing other than wilful and individual fraud, wrongful omission on the part of the Member of the Committee of Management who is sought to be made liable.

- 2.11 To assist the Committee of Management, committees shall be set up in the United Kingdom as under.

Regional Committees

- 2.12 Each Region shall be administered by a Regional Committee composed of:
- a. Chair- to be elected by the Regional Committee and endorsed by the Committee of Management.
 - b. Vice-Chair - to be elected by the Regional Committee.
 - c. Secretary - to be elected by the Regional Committee.
 - d. Treasurer - to be elected by the Regional Committee, but only required if Regional funds are held.
 - e. Members - one from each Branch of the Region

Five members shall form a Quorum.

- 2.13 Regions may hold funds in an account which should be used to fund Regional events. The Regional account shall be available for inspection by the Committee of Management or its representative. Statements of Accounts as of 31st December, which have been independently checked and signed as such, shall be rendered to the RASC & RCT Secretary not later than 15th February each year. A formal audit is not required. (See Annex A for templates). Regions are required to hold accounts for 5 years.
- 2.14 Regional Committees will hold at least one meeting annually under the Chairmanship of the Regional Chair. At the meeting appointments outlined at para 2.12 will be appointed and a Regional Representative elected to represent the Region on the Committee of Management, this will normally be the Chairman. Each branch within the Region should be represented at the Regional Committee. A copy of the minutes should be sent to the Association Secretary. Regional subscriptions should not be charged.

Regional/National Branch Committees

- 2.15 Each Branch shall elect a Committee (see para 6.01 for composition and administration). The purpose of the Branch Committee is to:
- a. Generally, promote the Objectives of the Association.
 - b. Encourage Branches to hold entertainment, functions events etc. for the benefit of its members.
 - c. Take such action as is within the power of the Branches to provide initial support to those in need, distress or hardship who are eligible and to refer such cases as are beyond their power to RLC Benevolence team (see Section 8 Benevolence).
 - d. Be responsible for any funds held and to submit annual accounts to the Association Secretary (see para 6.05 & 6.14).
 - e. Hold an up-to-date list of Branch Members which is to be submitted annually to the Association Secretary, with amendments clearly shown (see para 3.09 & 6.09).

3. MEMBERSHIP AND SUBSCRIPTIONS

- 3.01 Membership of the Association is purely voluntary. With effect this revised Handbook membership categories have been simplified as below. There will be three categories of membership:
- a. Full membership, previously known as Life membership.
 - b. Associate membership.
 - c. Honorary membership.
- 3.02 A Member may belong to more than one Branch of the Association on payment of the full Branch Subscription to each Branch. Where a member transfers from one branch to another the 'gaining' branch is responsible for informing the 'losing' branch as well as the Association Secretary.

Full (Life) Membership

- 3.03 Full (Life) membership is open to officers, warrant officers, non-commissioned officers and soldiers who have served in the Royal Army Service Corps (RASC), the Royal Corps of Transport (RCT), The Royal Logistic Corps (RLC) or the other forming Corps of the RLC. Those from The RLC and other Forming Corps will normally already be a member of their parent Association.
- 3.04 Full (Life) members must be registered with the Association Headquarters. To do so a completed membership form must be submitted, this must be on an Association membership form which includes a data consent declaration, which gives the Association consent to hold their data. Full (Life) members are encouraged to be members of a branch, but it is not mandatory. Membership forms are also on the website and can be completed online.

Associate Membership

- 3.05 Associate membership may be granted by Branches to any person who has a long or special connection with an Association Branch and who is not eligible for Full membership. In particular, Associate membership of Branches may be granted to wives and widows of members and to any other individual at the discretion of the Branch concerned. Associate members elected to serve on Branch committees are accorded full voting rights whilst members of their committees or whilst holding official Branch appointments. Such voting rights are restricted to Branch business. Associate members are not required to submit an application form to Association Headquarters but should be added to Branch membership lists (annotated as an Associate member). It should be noted that veterans of other Regiments, Corps or Services are welcome to join a Branch as an Associate member, many already play an active part in Branches.

Honorary Membership

- 3.06 Honorary membership may be granted to the following:

- a. Any Branch member who is already an Honorary member of a Branch, prior to issue of this revised Handbook.
- b. Any Branch member who, at the discretion of a Branch Committee, should be granted Honorary membership.
- c. In Pensioners of the Royal Hospital Chelsea and permanent patients in any hospital for disabled or infirm ex-service personnel, who have served in the RASC or RCT will be Honorary members of the Association and its Branches.

Cancellation of Membership

- 3.07 When a complaint is made against a member of the Association such complaint shall be investigated by the Branch committee who are responsible for ensuring that a full opportunity is given for the complaint to be refuted by the member in writing and, if he/she so requests, after interview with the Committee. If the Branch Committee, by a two-thirds majority, consider that the member should be removed from the Roll of Membership they shall send a full report with all documents to the RASC & RCT Secretary at RHQ The RLC. The Committee of Management after full consideration shall have power to cancel membership of the individual. If the member wishes he/she will have the right to appear in person before a specifically convened sub-committee of the Committee of Management at his/her own expense.

Refusal of Membership

- 3.08 The Committee of Management shall have the power to refuse membership to, or withdraw Membership from, any person who, in their opinion, should not be a member of the Association.

Registers of Membership

- 3.09 Branches are to maintain a list of members, clearly showing the category of membership. Not later than 15th February each year registers of members are to be submitted by Branches to the Association Secretary. Lists should be highlighted with any changes from the previous list submitted. This should include:
- a. Name and Forename.
 - b. Membership type (see 3.01-3.06).
 - c. Address.
 - d. Army number (see 3.10 below).
 - e. Email address.
 - f. Contact telephone number.
- 3.10 Amalgamation of Forming Corps databases, with the RLC Association database has resulted in some duplication of membership numbers. Thus, the unique identifier on the database will now be members' Army numbers. Whilst branches may use membership numbers on their members databases, they will no longer be used in the central database.

Membership Cards

- 3.11 Branches may issue membership cards, although this is a branch decision, it is no longer compulsory. Additional cards can be supplied by the Association Secretary.

Subscriptions

- 3.12 The Association HQ no longer charges annual subscriptions. Branches may choose to do so, this is at the discretion of the Branch and, if charged, subscription rates should be agreed at the Branch AGM.

Lapsed Membership/Subscription Arrears

- 3.13 Members are responsible for maintaining contact with Branches and informing the Branch Secretary of change of details such as address and contact details. Where a member fails to maintain contact with their Branch and pay their subscription (if charged by the Branch), the Branch Secretary should make reasonable efforts to make contact with the member. Where no contact has been established for at least one year, membership should normally be cancelled and the Association Secretary should be informed, at which point the member will be made 'inactive' on the Association database. See also para 7.07 regarding the Waggoner.
- 3.14 Members may, at the discretion of the Branch Committee, be re-admitted. If the Branch agrees to re-admit they shall decide how much of the subscription arrears (if applicable) he/she shall pay before such re-admission. If the branch Committee refuses re-admission an appeal shall be allowed to the refused member, if he/she so requests (in manner similar to Rule 3.07).

4. INSURANCE

- 4.01 Under the terms of the RLC Charity's Insurance Policy provision is made for Employer's liability cover for the Association Secretary and Public liability cover for all Association members on official Association business. The policy covers Standard Bearers and escorts when on official Association duty. Standards, which remain the property of the Association, are also insured whilst in the Standard Bearers' home, when at a duty function and when in transit.
- 4.02 Branches should ensure that advice is taken from reputable insurance companies when organising social events and activities, in particular those involving events of a one-off nature e.g. Open Days or hazardous pursuits. The policy outlined at para 4.01 covers social and fraternal events. Branches planning or organising anything other than this, such as displays, vehicle rallies or demonstrations, are responsible for ensuring that suitable insurance is in place. Branches should check with the Association Secretary if necessary.

5. ASSOCIATION FUNDS

- 5.01 The RASC & RCT Association Central funds has been incorporated into The RLC Charity held within the Armed Forces Charities Growth and Income Fund (AFCGIF) administered by BlackRock. The RLC Charity provides an annual budget to the Association for the purposes of the funding and management of the Association. The budget is as bid for by the Association Secretary and approved by the Finance Committee and Trustees of The RLC Charity. The RLC Charity's Annual Report is available on the Charity Commission's website.

Administration Charges

- 5.02 The RLC Charity and RHQ The RLC provides administrative and financial support to the Association HQ for the purpose of operating the Association.

Grant and/or Loans

- 5.03 The RLC Charity, in conjunction with the Committee of Management, may delegate to the Association Secretary the power to make grants and/or loans of money from the RLC Charity, within such prescribed limits of the agreed annual budget.

Endowments, Donation and Contributions

- 5.04 The RLC Charity, on behalf of the Association, may receive any endowments or donations, to be used for the benefit of the Association. Donation or endowment conditions will be respected by The RLC Charity.

6. BRANCHES

- 6.01 Each branch shall be administered and managed by a Branch Committee composed of:
- a. Chair
 - b. Vice-Chair (optional).
 - c. Honorary Treasurer (the holder may not hold any other committee appointments).
 - d. Honorary Secretary.
 - e. And at least three (3) other members.

Only in exceptional circumstances may members hold more than one committee appointment, and it must be with the Regional Chair's approval. Four members shall form a Quorum.

- 6.02 The Branch Committee shall be elected at the Annual General Meeting of the Branch. Only members of the Association (but including Associate members, see para 3.05) are eligible to serve on a Branch Committee. A Branch may, if it so desires, appoint a President and Vice-President and additional appointments as they see fit.

- 6.03 The Branch Secretary is responsible for notifying the Association Secretary and Regional Chairman of the following appointments, along with email and telephone contact details:
- a. President.
 - b. Chair.
 - c. Secretary.
 - d. Treasurer.

Branch Funds

- 6.04 Branch Funds are administered by Branch Committees for the furtherance of the Objectives of the Association. They should not be used to benefit non-members. All expenditure authorised must be recorded in the Branch Minutes and copies of the independently checked accounts forwarded to the Association Secretary by 15th February in each year. Branch Funds shall be kept quite separate from and independent of the RLC Charity Fund and are used primarily for the benefit of Branch fraternal events. Where donations are proposed to other “ex Service” and associated organisations this must be properly agreed by the majority of the Branch members voting on the proposal at a formal Branch meeting. Any donation can only be made from Branch funds (or funds raised such as a raffle) and cannot come from any grant from the RLC Charity. Annual income to the Branch should not exceed £5,000.

Accounts

- 6.05 The Accounts of Branches shall at all times be available for inspection by the Committee of Management or its representative. Statements of Accounts as of 31st December, which have been independently checked and signed as such, shall be rendered to the Association Secretary not later than 15th February each year. A formal audit is not required. Branches are required to hold accounts for 5 years. A template for accounts is at Annex A. An Excel version with formulas as well as a PDF version, are available from the Association Secretary. Treasurers are encouraged to use them.

Branch Annual General Meeting

- 6.06 A Branch Annual General Meeting will take place as soon as possible after the end of the financial year, i.e. 31st December. A copy of the minutes should be sent to the Regional Chairman. The procedure for the meeting should be on the following lines:
- a. Minutes of the last meeting.
 - b. Matters arising.
 - c. Honorary Secretary’s report and notices.
 - d. Honorary Treasurer’s report and accounts.
 - e. Reports of Sub-Committees (if applicable).
 - f. Resolutions, including the election of officials for ensuing year. See para 6.03 about notification of new appointments to the Association Secretary.

Branch Chair

- 6.07 The Branch Chair is the chief executive officer of the Branch. He/She presides at the Annual and General Meetings of the Branch and at all meetings of the Branch Committee. A Branch Vice-Chair, when elected, deputises for the Chair as and when required.

Branch Honorary Secretary

- 6.08 It is the duty of the Honorary Secretary to carry out the instructions given by the Committee; to see that regular meetings of the Branch and Committee are held; to keep proper minutes of all such meetings; to ensure that notice of such meetings is properly given and to attend to all correspondence. He/She must bring to the notice of the Committee all Association Headquarter's circulars at their first available meeting. Any change in the Honorary Secretary of a Branch must be reported immediately to the Association Secretary and Regional Chairman.
- 6.09 The Honorary Secretary will keep a register of Members and will be responsible for issuing Membership Cards (if applicable-see para 3.11). A nominal roll of members is to be submitted to the Association Secretary annually but no later than the 15th February in order to update the Association membership database (see para 3.09).
- 6.10 The Honorary Secretary is responsible for providing any completed returns as required by the Association Secretary. This includes the Branch Annual Return, which will be distributed by the Association Secretary, normally in January each year.

Branch Honorary Treasurer

- 6.11 It is the duty of the Honorary Treasurer to receive, bank and account for all monies collected either by the Honorary Secretary or by themselves from members and other sources.
- 6.12 Branch funds must be placed in a Bank Account in the name of the Branch and there will be two signatories to the account, those of the Chair or Vice-Chair and the Honorary Treasurer.
- 6.13 With the exception of very small accounts all payments should be made by BACS (or cheque), such payments being first authorised by the Committee. For the payment of small administrative expenses such as postage, stationery etc. a sum should be drawn as Petty Cash and kept in hand by the Honorary Secretary and accounted for periodically. A record of all such payments must be kept.
- 6.14 Branch accounts must be independently checked and signed as such, at the end of each year and copies of the appropriate form sent to the Association Secretary as soon as possible but not later than 15th February in each year. See para 6.05.

National Branches

- 6.15 The Association includes a number of National Branches. These can either be trade Branches (such as Tank Transporter and Band Branch), unit Branches (such as 17 Sqn Old Pals), Branches formed through a common interest (such as Riders' Branch, WO and SNCOs' Branch or Buller Branch). For ease of administration some Branches choose to sit within a Regional Structure.
- 6.16 The affiliation of any additional National Branches, which would render them eligible for all the benefits of belonging to the Association, will be a matter in each case for formal approval by the Committee of Management of the Association. This would depend on the facts as produced to the Committee by the Association Secretary.
- 6.17 In general terms the organisation of such Branches should follow the rules laid down within the Handbook on the organisation and running of Branches. Any variation from this must be agreed by the Association Secretary who will, if necessary, seek agreement of the Committee of Management.

List of Branches

- 6.18 A list of Regional Branches can be found on the Association pages of the RLC Association website (see page 1). National Branches are:
- a. Band Branch.
 - b. Buller Branch.
 - c. Riders' Branch.
 - d. Tank Transporter Branch.
 - e. WO and SNCOs' Branch.
 - f. 17 Sqn Old Pals' Branch.

New Branch Information

- 6.19 It is not expected that the Association will form any new Branches. Persons wanting to form a completely new Branch will be encouraged to do so in conjunction with, and as part of, The RLC Association.
- 6.20 Notwithstanding the above, the Association will consider a request from an already functioning organisation to formally become a Branch of the Association. This will only be in circumstances where it is in both parties' interest for the organisation to join the Association, as opposed to The RLC Association. The Association Secretary will give further guidance where required.

Disbandment

- 6.21 Branches may be disbanded at the discretion of the Committee of Management, after consultation with the Branch Committee. On Disbandment of any Branch any surplus funds and property of such Branch, including the Branch Standard, shall be handed over

to the Association Secretary and become the absolute property of the Association. The balance of funds, after liabilities having been met, must be forwarded to the Association Secretary at RHQ The RLC with a copy of the final account duly certified. Branch standards may be laid up in local Churches or the Corps Church, with the agreement of the Association Secretary, who should be consulted on all matters involving disbandment.

7. BYELAWS AND GENERAL INFORMATION

Grants

7.01. Branches may request a grant to support the funding of an event. Branches are to consider the health of their accounts when making a request for a grant. In order to receive a grant, branches are required to submit a request to the Association Secretary which should include details of:

- a. Overview of event, including date.
- b. Number of members attending.
- c. Total cost of the event (this can be approximate, with a rough breakdown if it helps).
- d. Contribution being made by those attending.
- e. Whether the Branch is also making a contribution to the event, if so how much.
- f. Value of grant being requested.
- g. A copy of the branch accounts if not already submitted.
- h. Bank account details for payment of the grant (occasionally branches change accounts, so this is to ensure that funds are being paid to the right account).

Travelling Allowances

7.02 Travelling expenses are admissible for the following:

- a. The National Chair, or their representative, on Association business, such as attending a National event, Regional AGM or dinner, or a Branch dinner as an invited guest.
- b. Regional Chair, or their representative, attending a Committee of Management.
- c. Regional Chair visiting a Branch. A maximum of one visit to each Branch per year is admissible.
- d. Branch representatives attending a Regional AGM, normally no more than once per year. This is limited to one car per Branch.
- e. A Standard Bearer attending the funeral of an Association member on behalf of the Association, or a memorial service, or similar, where the funeral/event is outside of the Branch 'local area'. In all cases where a claim is to be made, agreement must be sought from the Association Secretary in advance of the event, without which a claim may not be accepted.
- f. Standard Bearers attending Corps Weekend. Details will be included in the Corps Weekend Instruction. Note 7.03 below.

7.03 Where an allowance is to be claimed the following are acceptable:

- a. Rail – A Standard Class fare. Full advantage is to be taken of advance bookings and rail cards held by members. The cost of purchase of railcards will not be refunded.
- b. Motor Mileage Allowance – At a rate set by the Treasurer of the RLC Charity. In all cases not to exceed the cost of the Standard Class rail fare unless the travel has previously been agreed by the Association Secretary.
- c. Air – All air travel must be previously agreed with the Association Secretary. This will only be in exceptional circumstances where it is cost effective compared to rail/road. An example would be Representatives from Scotland/Northern Ireland travelling to the Committee of Management.
- d. Car hire is only permissible in exceptional circumstances and prior agreement must be sought from the Association Secretary.

Daily Subsistence Allowance

- 7.04 Daily Subsistence Allowance may be claimed by members in exceptional circumstance and only if approved by the Association Secretary in advance. These will be actual expenses incurred (receipts are required) owing to necessary absence from home not to exceed the rates as authorised by the RLC Charity Treasurer. Claims should be submitted to the Association Secretary, and they must in all cases show the time of commencing and completing the journey. Allowances shall be fixed at the discretion of the RLC Charity Treasurer.

Claims

- 7.05 Claim forms are available from the Association Secretary. Claims are to be submitted to the Association Secretary within 28 days of completion of a journey or duty, together with relevant receipts.

The Waggoner

- 7.06 The Association Secretary is responsible for production and distribution of the Association Newsletter, the Waggoner, which is currently produced twice a year in March/April and September/October. Regions, Branches and individuals are encouraged to submit articles for inclusion in the Waggoner. Articles should be emailed to the Association Secretary, by mid-February and mid-August to meet the production dates outlined above. Articles should be in Word and good quality photographs as separate JPEGs (not within the Word document). Photographs without an accompanying article will not normally be accepted.
- 7.07 Members are responsible for ensuring the Association Secretary has up to date addresses. Where Waggoners are returned as undeliverable, the member will be removed from the mailing list. New members will receive a digital copy unless requested otherwise for access reasons. Overseas members will only receive a digital copy. Existing members are encouraged to request a digital copy only, to save on production and postage costs.

Notification of Deaths and Last Post Entries

- 7.08 Branch Secretaries are to notify the Association Secretary of members' deaths so that records can be amended and an entry can be made in the Last Post for the Waggoner. The following information is required:
- a. Name, initial, rank (if known but not essential) when serving.
 - b. Date of death.
 - c. Corps served in (RASC/RCT/RLC/other).
 - d. Any honours and awards (BEM/MBE/OBE etc).
 - e. Last known address and Army number (if known), this helps to identify the deceased member on the database as there are often a number of people with the same name.

Certificates of Merit

- 7.09 Branch and National Certificates of Merit may be awarded as follows:
- a. Branches are permitted to present Branch Certificates of Merit to members who they deem have made a significant contribution to their Branch. Templates are available from the Secretary.
 - b. Where a member has made a national contribution, a proposal should be made to the National Chair via the Association Secretary. If agreed, a National Certificate of Merit will be presented.

Branch RASC and RCT Association Standards

- 7.10 The Association funds the acquisition of a Branch Standard where this is being acquired for the first time. The Standard will remain the property of the Association (see also para 6.21). Replacements and repairs will normally be funded by the Branch concerned but where there is particular difficulty application can be made to the Association Secretary for advice. Orders should always be placed through the Association Secretary. See also Annex B - Ceremonial Drill for Standard Bearers

Branch RLC Standards

- 7.11 Being able to parade a RLC Standard at public events promotes a Branch's association with The RLC and will help to recruit new members. Branches also wish to parade their RASC and RCT Association Standards for as long as possible, to ensure the history and legacy of the Association is maintained into the future. A Branch may apply for a RLC Standard if:
- a. They believe they are suitably healthy with a strong membership which indicates that they will endure in the future.
 - b. They already regularly parade their RASC & RCT Association Standard and will continue to do so.
 - c. They have additional members who would be willing to parade the RLC Standard, with training where required.
- 7.12 A Branch should apply to the Association Secretary through their Regional Chair, who would confirm support of the application and confirm the details above. In some Regions

it would suffice to have one or two Standards and share it/them around when needed by a Branch. The Standard will be funded and purchased centrally to ensure everyone orders the same one. Standards are provided to Branches on the understanding that they will be made available where possible to be paraded at funerals and other events, either by the Branch Standard Bearer or on loan to another person as arranged by the Association Secretary or the RLC Association Secretary.

- 7.13 The RASC & RCT Standard should continue to be paraded for as long as there is RASC/RCT membership in the Branch and someone willing and able to parade it, (after which it will be laid up), this would be alongside any RLC Standard. Standards cost about £1000 each and thus they will only be purchased where the criteria above have been met and then as funds allow.

Cenotaph Parade

- 7.14 The Association forms a contingent at the Annual Cenotaph Parade. Places are allocated to the Association by the Royal British Legion; entrance is strictly by ticket only. The Association Secretary is responsible for organising the Contingent and registering volunteers. Members should make contact with the Association Secretary for further information. For members who live a distance from London and may not be able to travel to and from the parade on the day, Branches may be able to apply for a grant to support those attending. Further details are available from the Association Secretary.

8. BENEVOLENCE AND WELFARE

Introduction

- 8.01 It is a natural function of Branches to want to help Corps comrades who are in need, hardship or distress, whether they are members of the Association or not. The extent to which Branches are able to undertake that duty varies. Some Branches may choose to appoint a Welfare Officer. For the benefit of this handbook and in order to guide Branches, the following definitions are used:
- a. Welfare. Welfare is the physical support provided to veterans, normally by Branches. It does not normally involve any financial support, except for the purchase of items such as flowers and cards.
 - b. Benevolence. Benevolence is the financial support provided by, or organised by, the RLC Benevolence Team based at RHQ The RLC at Worthy Down.

Welfare Support

- 8.02 Branches will want to provide welfare support to their members. Examples of his include:
- a. Wellbeing support.
 - b. Home/hospital visits.
 - c. Help with shopping or getting to Branch meetings etc.
 - d. Taking to appointments.
 - e. Assistance with finding appropriate support agencies.

- 8.03 As a general rule, Branch funds should not be used for welfare support, less such things as flowers and cards.
- 8.04 Branches and Welfare Officers, if appointed, will not be able to solve all welfare problems that come their way because they have neither the time, experience nor the resources to do so. They can, however, play a crucial part in bringing welfare cases to the notice of those who may be able to help with benevolence support. If it becomes apparent that a member requires more assistance that can be provided through Welfare support, then the case should be referred for Benevolence support.

Benevolence Support

- 8.05 RHQ The RLC has an active and very effective Benevolence Team based in Worthy Down. It provides over £1Million annually to serving soldiers and veterans of both the RLC and Forming Corps. Examples of benevolence support include:
- a. Grants for mobility aids.
 - b. Grants for white goods: fridges, washing machines.
 - c. Grants for brown goods: carpets, curtains.
 - d. Assistance with rent arrears.
 - e. Assistance with funeral expenses.

Examples of cases include:

- a. A grant, funded with the help from Army Benevolent Fund, was awarded to secure funds for an electric wheelchair for an ex-RCT soldier who had suffered a stroke.
 - b. A grant, funded with the help from Army Benevolent Fund, was awarded to secure funds for a stair-lift and a walk-in shower room so an injured ex-Forming Corps soldier could continue to live at home in comfort.
- 8.06 The Benevolence Team receives cases directly from welfare caseworkers e.g. SSAFA, Royal British Legion, The Veteran's Charity and many others. The Team identifies whether the applicant is definitely eligible for assistance from the fund, either through checking service with the RASC or RCT or with appropriate family connections. Cases are dealt with confidentially through caseworkers and not normally directly with the applicant. Further details can be found on the RLC Website: [Benevolence from The RLC - The Royal Logistic Corps](#). This link includes signposting to useful further support from Service Charities.

Case Procedure

- 8.07 The Benevolence Team is not permitted to make grants directly to applicants. In all situations, a caseworker from SSAFA or the Royal British Legion will investigate the circumstances and produce a report to the Benevolence Team for action. All cases are means tested before any award or grant is given. However, each case is still considered on its merit. Any grant awarded is disbursed to the applicant through the case worker.

How to Find Help

- 8.08 In the first instance, the local SSAFA Branch should be contacted to be alerted of a possible need for benevolence support. This can be done at the following link:
<https://www.ssafa.org.uk/get-help/find-local-branch/>
- 8.09 The SSAFA Branch should be informed that the case refers to a veteran of the RASC/RCT. The Benevolence Team will welcome advance notice that a case is pending. The Benevolence Team is led by the Services Veterans and Families Support Officer (SVFSO). Branches should feel free to seek advice if required. Contact details: Civ: 01962 887777, email: Benevolence@rhqtherlc.org.uk

The Veterans Charity

- 8.10 RLC Benevolence established a partnership with The Veterans Charity in July 2022. This charity is on standby to deliver immediate emergency assistance. It operates 24 hours a day, seven days a week, nationally throughout the UK. It is able to assist with essentials such as food shopping (including pet and baby products if required), utilities support, clothing and footwear, smartphones/tablets and calling credit/data, travel support and, in certain circumstances, temporary emergency accommodation. They can be contacted via: www.veteranscharity.org.uk

Funeral Expenses

- 8.11 Funeral expenses are a legitimate and proper charge to the estate of the deceased serviceman/woman or spouse. If the estate of the deceased is likely to be insufficient to meet the funeral costs, the Benevolence Team will consider reasonable assistance in cases where real need is established and usually only after Social Fund help (Department for Work & Pensions - DWP) has been sought and the response recorded. No money should be paid until the case has been considered by the Benevolence Team. Families should be encouraged to inform the funeral directors that Military Benevolence assistance is being applied for; this usually makes them less insistent on immediate payment. The Benevolence team will do their best to help, support or give advice, so if it is thought that someone may need help, they should be contacted. Help cannot be given towards the costs of headstones or other memorials.

Annexes:

- A. Proforma for Regional/Branch Statement of Accounts. These are also produced as separate documents in PDF and Excel Format.
- B. Ceremonial Drill for Standard Bearers.

ANNEX A - PROFORMA FOR ANNUAL BRANCH/REGIONAL ACCOUNTS

This is a PDF, so no calculations will be made. Excel and PDF Templates are available from the Association Secretary and the website

THE ROYAL ARMY SERVICE CORPS AND THE ROYAL CORPS OF TRANSPORT ASSOCIATION

PLEASE SEE EXPLANATORY NOTES BELOW BEFORE COMPLETING THIS FORM

Name of Branch/Region:

For Branch accounts please add memberships:

Full (Life) Members

Honorary Members

Associate Members

ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER Enter YYYY

Accumulated Fund at the start of the period

Note 1

SECTION 1 - INCOME AND EXPENDITURE

<i>Expenditure</i>		<i>Income</i>	
Rent and/or Hire of Hall:	<input type="text"/>	Subscriptions (if charged by branch):	<input type="text"/>
Printing, Stationery and Postage:	<input type="text"/>	Donations:	<input type="text"/>
Administrative Expenses:	<input type="text"/>	Entertainment income:	<input type="text"/>
Entertainment costs:	<input type="text"/>	Goods sold:	<input type="text"/>
Goods Purchased:	<input type="text"/>	Interest on any Bank Accounts:	<input type="text"/>
Other Expenditure (include details):	<input type="text"/>	Other Income (include details):	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Expenditure (a)	<input type="text"/>	Total Income (b)	<input type="text"/>

Excess of Expenditure over Income

or Excess of Income over Expenditure

SECTION 2 - BALANCE SHEET AS AT 31st DECEMBER Enter YYYY

Liabilities

Creditors:

Subs in advance:	<input type="text"/>
Other Creditors:	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total Creditors (c)	<input type="text"/>

Assets

Cash: Includes all income

In Current Account - Note 2	<input type="text"/>
In Deposit Account - Note 2	<input type="text"/>
In hand (petty cash)	<input type="text"/>
Total Cash (d)	<input type="text"/>

Debtors:

Subs Due:	<input type="text"/>
Other Debtors:	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total Debtors (e)	<input type="text"/>

Value of Stock in Hand (if held) at cost. (f)	<input type="text"/>
Value of Cash (d) plus Debtors (e) plus Stock (f)	<input type="text"/>
Less Creditors (c)	<input type="text"/>
Total Net Value of Current Assets (g)	<input type="text"/>

Accumulated Fund

Accumulated Fund at start of period (1 Jan)	<input type="text"/>
Less Expenditure (a)	<input type="text"/>
Plus Income (b)	<input type="text"/>

Other Assets

If held	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total Value of Other Assets (h)	<input type="text"/>
Total Value of Assets (g + h) - Note 4	<input type="text"/>

Total Accumulated Fund as at end of period

Independently checked by (name): _____

Branch Hon Treasurer (name): _____

Independently checked by (signature): _____

Branch Hon Treasurer Signature: _____

Branch Chairman (name): _____

Date Signed by Hon Treasurer: _____

Branch Chairman Signature: _____

This is a PDF, so no calculations will be made. Excel versions are available from the Association Secretary

Notes:

1. This figure should be the same as Accumulated Fund (value of all assets held) at end of last period.
2. This is the total of funds in account at end of period and should include any interest received. Interest received should also be recorded at Section 1 under "Interest in any Bank Accounts".
3. Most Branches have no investments. However, should investments need to be accounted for please contact the RASC & RCT Association Secretary for guidance.
4. Total Accumulated Fund at the end of the period should equal Total value of Assets

ANNEX B - CEREMONIAL DRILL FOR STANDARD BEARERS

Dress, Medals and Salutes

Dress for Standard Bearers should be dark suit, or blue blazer with dark or grey trousers, navy blue beret worn so that the head band is level at half an inch above the eyebrows and that the top of the beret is pulled over the right side, the Badge being over the left eye. RASC or RCT tie, white gauntlet gloves, black shoes or boots should be worn, along with medals and Association lapel badge. All leather and brass should be well polished.

Draped Standards

When Standards are draped on occasions of memorial or funeral services, 60 inches in length and 6 inches in width of crepe or mourning ribbon is used, tied in the form of a bow just below the spoke on the head of the Standard pole.

Cased Standards

The Standard pole should be unscrewed in the centre and the bunting or silk rolled round the pole; the socket of the sling placed on the spike or staff and the whole covered by the waterproof case. If the Standard is wet the earliest opportunity should be taken to unfurl it and hang it out to dry. This preserves the life of the Standard and prevents creasing.

Slings

The leather strap and socket used for carrying the Standard should be worn over the right shoulder, with the socket in front of the centre of the body, thus preventing the tearing of ribbons or damaging of medals.

PARADES

Normally the order of parades is that if a Band is available this would lead, followed by the Standards.

Standard Bearers will not remove their berets. Medals (large size) should be worn on all Parades. The top of the ribbon should be worn on the left breast immediately below the RASC & RCT Badge.

Miniature decorations and medals are intended primarily for eveningwear and should not be worn on any Parade at which a member of the Royal Family is present. The medals awarded to a deceased ex-Service man or woman may be worn on the right breast by a near relative.

In view of the inclement weather frequently experienced on parades, many of which take place in the winter, hats will only be removed for the National Anthem, Last Post and the Silence.

Standards will be dipped when receiving a Royal Visitor, when the National Anthem is played, and during the sounding of Last Post. When Standards are not carried members will show their

respect by standing to attention. In marching past and well before the saluting point the command should be given 'Hats off' and then 'Eyes Right' or 'Eyes Left'. Standards will not be dipped.

STANDARD CEREMONIAL POSITIONS

At the Order

The Standard pole and the Standard will be held with the right hand at that part of the pole where the lowest corner of the Standard reaches. The pole will be perpendicular, the bottom of the pole resting on the ground in line with and against the small toe of the right foot, the elbow close to the body. The Standard should not be stretched tightly down the pole but allowed to hang naturally.

Order - From the Carry

1st Motion. Raise the Standard and pole just clear of the socket of the sling using the left hand to hold the socket.

2nd Motion. Lower the Standard to the position of the order, catching the pole with the left hand.

3rd Motion. Cut the left hand smartly to the side.

The Slope - From the Carry

1st Motion. Raise the Standard just clear of the socket of the sling, using the left hand to hold the socket.

2nd Motion. Lower the Standard sharply on to the right shoulder. The angle of the Standard at the slope should be the same as the slope of a rifle, the right elbow close into the side and the right forearm parallel with the ground. The Standard should hang over and cover the right shoulder and arm. The pole should not show between the hand and the shoulder but should be covered with the end of the standard.

Carry - From the Order

Raise the Standard to a perpendicular position in front of the body, guiding the base of the pole into the socket of the sling with the left hand. The right hand will be in the centre of and in line with the mouth, back of hand to the front, and wrist and forearm horizontal, i.e. at right angles to the pole, which will be held perpendicularly.

Carry - From the Slope

Raise the Standard sharply off the right shoulder with the right hand to the position of the carry guiding the base of the pole into the socket of the sling with the left hand.

DIPPING OF THE STANDARD

This act of homage is only used when paying tribute to Our Fallen at memorial parades and funerals, when the Last Post is sounded or the National Anthem is played or sung.

Dipping of Standard during a Royal Salute

Berets will not be removed.

1st Motion. On the sounding or singing of the first note of the National Anthem raise the Standard just clear of the socket of the sling, using the left hand to hold the socket.

2nd Motion. Lower the Standard, carry the Standard well to the right and lower it with a sweeping motion to a position in front of and in line with the right toe, the head of the pole just clear of the ground, the Standard being spread on the ground and to the right of the pole. If a strong wind is blowing from the right carrying the Standard well to the left, lower it with a sweeping motion to a position in front of and in line with the right toe, the Standard being spread to the left of the pole. The pole should be held under the right armpit, the back of the hand towards the ground, and the right elbow close to the body.

Lowering the Standard in Wet or Muddy Weather

When the Standard is lowered in wet or muddy weather, the end of the pole will be held just above the ground. the Standard being held in the hand to prevent it from becoming soiled. Care must be taken to look straight to the front when lowering the Standard and not to follow it with the eyes.

Dipping of Standards as an Act of Homage to the Dead

Berets will not be removed. Position the Standard on the ground as for Dipping in Salute for National Anthem.

1st Motion. On the sounding of the first note of the 'Last Post' Standards will be lowered slowly and reverently. On completion of this movement head will be bent slight]y forward, eyes looking to the ground.

2nd Motion. On the sounding of the first note of the 'Rouse' or 'Reveille' Standard Bearers will come to the carry.

Carry - From Dipping

Raise the Standard to a perpendicular position in front of the body, guiding the base of the pole into the socket of the sling with the left hand. The right hand will be in the centre of and in line with the mouth, back of the hand to the front and wrist and forearm horizontal, i.e. at right angles to the pole, which will be held perpendicularly.

PROCEDURES FOR STANDARD BEARERS AT FUNERALS

Prior to the funeral, Standard Bearers should, if possible, consult with the family of the deceased, the Celebrant and the Funeral Director to confirm their wishes on Standard Bearer involvement. Otherwise proceed as normal and as guided below.

The Standard Bearer should meet the hearse a short distance from the crematorium/church and lead it to the entrance at the **Carry**. Remain at the **Carry** until the coffin is in the hands of the pallbearers, then proceed into the church ahead of the coffin.

Once the coffin is in place, and the mourners have taken their seats, follow the pall bearers and retire to the rear of the church/crematorium and take a seat.

Immediately prior to the committal, return to the front of the church/crematorium to carry out the Act of Homage to the Dead

If the Last Post is played

Position Standard on the ground, as for Dipping in Salute for National Anthem.

1st Motion. On the sounding of the first note of the Last Post Standards will be lowered slowly and reverently. On completion of this movement head will be bent slightly forward, eyes looking to the ground.

2nd Motion. On the sounding of the first note of the 'Rouse' or 'Reveille' Standard Bearers will come to the Carry.

If the Last Post is NOT played

1st Motion. On the first words of the committal, **Lower or Dip** Standards slowly and reverently.

2nd Motion. Once the committal has been read, Standard Bearers will come to the **Carry**.

At the end of the Ceremony

Standard bearers are to exit the church ahead of the mourners and take station at the exit at the **Order**.

The Standard pole and the Standard will be held with the right hand at that part of the pole where the lowest corner of the Standard reaches. The pole will be perpendicular, the bottom of the pole resting on the ground in line with and against the small toe of the right foot, the elbow close to the body.