



To whom it may concern

I hope the enclosed lines will help to form your Branch at your station.

FIRSTLY A SHORT HISTORY

The founder branch of the Association was the Isle of Man Branch in 1974.

The aims were defined as follows: - to provide avenues of social contact recreation and all the advantages of a social club for members, their wives and children and members of allied bodies connected with the sea, to afford members of such Association facilities for meeting one another and for advancing the general objects of good fellowship and the spirit of comradeship.

The national Committee Charity was bestowed upon the Association on the 15th of January 1980. To date although the Charity is not rich has brought welcome relief not only to individuals but also to families of seafarers injured or lost at sea. Even when monetary help is not required it is always a comfort to know that as a member the Association you can turn and find friendship and sympathy in times of stress.

THE CHARITY FUND

Branches seem to be under some misapprehension regarding Branch funds. This was discussed at the National Committee meeting and it is hoped that the following guidelines will clarify the position.

- 1. The Charitable fund is governed by and can only be spent on cases, which are covered by the Coastguard Association Trust Deed.*
- 2. No Branch need hold its own Coastguard Association Charity Fund. Indeed some branches have decided there is too much involved in keeping separate accounts and that the money raised under the auspices of the Charity Fund should go direct into Central Fund and they can ask to draw on this whenever the need arises.*
- 3. Any branch may register with the Charity Commissioners its own Charitable Fund. When a number is issued they can then have the benefits of a charitable fund i.e. you can receive interest on investments and not have tax deducted.*
- 4. If the branches do hold a Charity Fund they must send a statement of this account to the National Treasurer by the 20th February of each year.*
- 5. Branches can raise as much money as they wish for their own Branch funds, which they must spend according to their own rules. Interest on this however is liable to tax.*
- 6. Possibly the easiest way for Branches to operate would be to raise money and donate whatever they wish to the Central Charitable Fund.*

Coastguard Association | www.coastguardassociation.org.uk | chairman@coastguardassociation.org.uk | 07963785981
Stuart Arundel – Chairperson, High Field Lodge, Bank End, North Somercotes, Louth, Lincs, LN11 7JL

Registered Charity Number: 279359

7. *Branches are reminded that if they run a draw or lottery it must be clearly stated to which funds the proceeds will be donated.*
8. ***Any funds raised under the banner of the Coastguard Association and using the Registered Charity Number 279359 must be paid into the Central Charitable Fund.***
9. *It is not the wish of the National Committee to dictate to branches but we must keep within the terms of the Trust Deed under which we are registered as a Charity Commission.*

FORMATION OF A BRANCH

This sometimes easier said than done, but it is hoped that the guidelines set out will assist you in this. In all probability a few of you have discussed the idea of forming a Branch and your first move should be to convene a meeting of interested parties with a view to forming a committee. This can be done circulating a letter of the type enclosed. (See page 7)

The response to this will show the amount of support you can expect initially. This may not be a great number but do not be deterred. A Branch of 15 to 20 hard working members is worth its weight in gold. Taking that you have the response required you then elect your committee, which should not be so large as to be unwieldy. Most Branches have the following: Chairman, Secretary, Treasurer, Almoner and two to three ordinary members.

Numbers can of course be increased or decreased to match local requirements. You might also bear in mind that sub committees can be formed from time to time to handle special or social occasions as they arise.

BRANCH FUNDS

These will of course be generated within your own membership.

You have complete autonomy in this and the decision on the amount payable will rest entirely with your committee without reference to the National body. An example would be £2.50 per annum for full membership and £2.00 per annum for associate members. This is the average amount levied by existing branches with some fluctuation around the country. Whether you wish to levy an initial joining fee rests entirely with you.

Assuming that you have now formed your committee you will obviously wish to consolidate your funds. In the main holding social functions, raffles and any other activities, which raise money, does this. The profits of these will of course go into your Association accounts.

However, great care should be taken in the organisation of these activities and costing investigated beforehand.



DEFINITION OF MEMBERSHIP

- FULL MEMBERSHIP: is open to all past and present members of the Regular and Auxiliary Coastguard Service.
- ASSOC. MEMBERSHIP: is open to those who have the Coastguard service at heart and to those who have links with the service either through work or pleasure. These members have no voting right.
- HON MEMBERSHIP: is usually bestowed upon a person or persons who have contributed in some exceptional way to benefit the association.

BANKING

Any bank will be glad to administer your account, but one where you are known could be more beneficial. The normal practice for payment cheques is that two signatures are required. This usually operates on a system of any two from three normally being the Chairman, Treasurer; Secretary Forms for specimen signatures are applied free from the bank.

AFFILIATION TO THE NATIONAL BODY

This is a simple procedure; a letter from your Secretary to the Treasurer is all that is required. There is a subscription of £40 per annum to be forwarded in February of each year.

FUND RAISING

As already stated you will no doubt be running your own activities to enhance branch funds. It is hoped that we will come up with two fund raising ideas each year so that local branches can join in to raise funds for the National Charity.

RETIRED MEMBERS REPRESENTATIVE

This is a very important sphere of our activities and falls mainly under the umbrella of the Charity. Our Vice chairman: (ViceChairman@coastguardassociation.org.uk) is the representative for this exacting task, is tireless in his efforts to bring comfort to widows of Regular and Auxiliaries, as well as those retired members of both who wish to retain links with their colleagues. He maintains regular contact with all. Should you have such people in your area 'Terry' would like to hear from you about them so please contact him.

CHARITY.

This is without doubt the most rewarding aspect of the Association and the most exacting. Every case is brought before the trustees, is thoroughly investigated and dealt with on its merit. Refusals are rare but do occur and only after very careful deliberation. The best advice, which can be given to any branch committee, is that they satisfy themselves by local investigation that a case exists before forwarding it to the trustees.



The Charity fund is very tightly administered under law. Not only do accounts have to be audited each year by a Chartered Accountant but are also accountable to the Charity Commissioners, the commissioners also require each year a resume of how, why and where donations were allocated to ensure that the Association stays within its terms of agreement and within the law.

At the present time branches generate Charity income in several ways. This is then paid into the General Charity fund through the National Treasurer. However, any Branch may hold a Charity Fund of its own providing that it adheres strictly to the rules of the Trust Deed when allocating money. This may present difficulties especially for a new branch. It also requires the Treasurer of the branch to forward a set of audited accounts each year to the National Treasurer by January 31st. These then have to be collated with Central Charity Funds and forwarded to the Charity Commissioners as an overall statement. As can be seen this may present problems and is possibly the main reason why branches donate to the Central Fund from which all members benefit.

Last but not least Charity collection boxes there are some available at the moment and are available on request from the *Fund Raising Officer*, they are the type you can leave at your local hostelry and for street collections fetes etc.

AGM ATTENDANCE

The AGM is normally March/April at different venues around the country, usually branches volunteering and try and alternate North & South host the AGM's. We look forward to seeing as many members /branches represented as possible.

Branch committees and members are strongly recommended to attend the AGM's as it is important that the National Committee have feed back from the Coast and also give the representative the chance to speak on behalf of their branch, it is a great chance for you exchanging ideas, fund raising etc and to meet members from other branches.

Obviously travel etc; this expense can be offset by branch funds.

TERMS OF OFFICE FOR THE NATIONAL COMMITTEE

1. The Association shall be managed by a committee of eight members who will hold office until the end of their term of office as below. New committee members will be elected at the appropriate AGM's.
2. Members or others may be co-opted to the committee, as the latter shall see fit.
3. A quorum shall consist of any five members of the committee.
4. Officers of the committee appointed by the membership and shall be:
 - Chairman Five years.
 - Vice Chairman Five years
 - Treasurer Three years
 - Secretary Three years (Ideally co-located with Chairman)



- Fund Raising Officer Three years.
- Public Relations Officer Three years
- Almoner Three years
- Retired Officers Three years.

Specific duties of the Treasurer.

1. Take charge of the funds of the Association, including renewal of the affiliation fees. Receiving all sums of money paid in and paying out such money as is properly authorised by the committee.
2. Report the state of the Association finances at Committee meetings.
3. Produce properly audited statements of accounts with the auditor's report for the members at the Annual General Meeting.
4. Arrange with the Bank authorised by the committee to hold the Association funds for cheques to be met only if signed by the Treasurer and either the Chairman or Secretary.
5. Pay travelling expenses / accommodation to members of the committee or other members acting on behalf of the Association with appropriate authorisation as agreed by the membership at an Annual General Meeting.
6. To reimburse telephone and postal costs to Committee members. *(Committee members should keep records for the above.)*

Complaints.

Any complaints about any aspect of the management of Association affairs shall be made to the committee.

Annual General Meeting. - Objectives.

1. The Annual General Meeting of the Association shall be held each year, normally March / April. Venues will be decided at the AGM from Branches who would wish to volunteer to host the following year.
2. An audited financial report shall be presented by the treasurer.
3. Proposals for changes to the rules of the Association shall be considered.
4. To hold a reunion of members once year, and to promote links and maintain comradeship between members.



Specific duties of the Secretary.

1. Prepare the Agenda for the AGM, after consulting with the Committee and branches; perform such duties as the Committee may from time to time decide.
2. Receive and report to the Committee all applications for membership, the current numbers of members and any other related matters she / he considers should be brought to the Committees attention.
3. The Secretary shall record the minutes of the Meetings of the Committee, and of the Annual General Meeting.

Affiliation fees.

1. Annual affiliation fees, local branches will be required to pay an annual fee to be determined from time to time by the committee at an AGM.
2. **Ceasing to be a Branch.**

A Branch shall cease to be if:

- The Branch informs the Committee in writing that the Branch wishes to discontinue. In the event of it being resolved by the membership, that the Branch be wound up, any remaining funds after all debts have been paid, shall be transferred to the National Fund.
- Annual fees remain unpaid for two years.
- Financial difficulty. A Branch who, for reasons beyond their control is unable to pay the full affiliation fee may refer the matter to the National Committee, who shall have discretionary powers to waive all or part of the fees.

National Committee will investigate any branch that brings the Coastguard Association into disrepute. If found to be the case the branch will be served with a Solicitor's letter and will be referred to the Charity Commissioners for further action and investigation.

Publicity

We now have some good PR outlets including our web site – www.coastguardassociation.org.uk and our facebook group.

The association calendar also is a useful tool for PR, and very well received. We have these available at a lower cost for branches to sale annually and would love your submission of images.

Finally on behalf of the National committee may I wish you every success in the formation of your branch. If you have any queries do not hesitate to contact me.

Stuart Arundel
Chairman



PROPOSED FORMATION OF A BRANCH OF THE COASTGUARD ASSOCIATION

As you may know the founder branch of the Coastguard Association was formed in the Isle of Man in 1974. The aims of the Association were defined as follows: -

“To provide avenues of social contact, recreation and all the advantages of a social club for members, their wives and children and members of allied bodies connected with the sea. To afford members of such an Association facilities for meeting one another for advancing the general objects of good fellowship and the spirit of comradeship.”

THE COASTGUARD ASSOCIATION IS ALSO A RECOGNISED CHARITY
- CHARITY No. 279359.

This letter is being circulated to all Regular and Auxiliary Coastguards in the area to enable you all to give support or otherwise to the forming of a Branch.

If there are sufficient people in favour, a meeting will be convened at which a Chairperson, Secretary, Treasurer together with a committee of ordinary members will be elected.

If you are prepared to support this formation of a Branch and attend a meeting, then it would be appreciated if you would sign and return the slip at the foot of this letter as soon as possible.

-&-----

Formation of a Branch of the Coastguard Association at:

NAME.....

ADDRESS.....

.....

.....**Post Code.....**

Please tick appropriate Line. ✓

I am prepared to support the forming of a branch of the Coastguard Association.	
I am <u>not</u> prepared to support the formation of a branch of the Coastguard Association.	
I will attend a meeting if possible on a date specified.	

Signed.....Name in Block Letters.....



To the Treasurer,

I am writing to inform you that a new branch of the CGA has been formed. The new branch is located..... and is called

The chairman is

Name
Address
Telephone number
Email

The secretary is

Name
Address
Telephone number
Email

The treasurer is

Name
Address
Telephone number
Email

Please send any correspondence to the

Yours sincerely

.....

**Please return to the CGA Treasurer: Alan Fisher, 27 Church Lane, Skegness Lincs PE25 1ED
email: Treasurer@coastguardassociation.org.uk**

