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# THE SANDRINGHAM ASSOCIATION OF ROYAL WARRANT HOLDERS

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A Branch of the Royal Warrant Holders SARWH

## *SARWH Constitution*

### **1. NAME**

The name of the Association shall be “Sandringham Association of Royal Warrant Holders”. Henceforth referred to as “SARWH” in this document. SARWH shall be governed by this constitution and any relevant policies in connection with this document.

#### **Purposes:**

- To create a community of interest amongst local and other Warrant holders serving the local royal residence
- To provide a key source of practical local knowledge and contact for Household staff attached to the Royal residence, and for the National Association
- To provide regular opportunities for networking, business to business meetings, social events and other ways to add value to membership for local and national member companies
- To work with the National Association in active and practical support of each other, in ways which further the interests of the Royal Warrant and of Warrant holders
- To ensure high standards of governance, accountability and transparency in all activities, and in accordance with both the letter and spirit of the National Association’s Royal Charter

### **2. OBJECTIVES**

The objectives of SARWH shall be:

- 2.1 To uphold the values and quality of service granted by His Majesty the King or other member of the Royal family and enshrined in the grant of the Royal Warrant to its members.
- 2.2 To support the Land Agent, the Sandringham Estate and the President to develop good communications with all parties.
- 2.3 To support and liaise with the National Association of the Royal Warrant Holders in the performance of its activities.
- 2.4 To promote the social integration and business networking of members with meetings and activities, including social and sporting events, visits to members’ businesses and charitable fundraising activities.
- 2.5 To follow and uphold the guidelines of the Lord Chamberlain’s Rules.

### **3. MEMBERSHIP**

- 3.1 Membership of SARWH is open to all holders of a Royal Warrant of Appointment, who are also members of the National Royal Warrant Holders Association, or to nominated senior

employees of a Royal Warrant holding businesses, provided that no Warrant holding business shall have more than one member of SARWH, that are not grantees.

- 3.2 Honorary Membership shall be awarded for special services and is granted at the discretion of the Council. Honorary members will have no voting rights within SARWH, nor are charged membership subscriptions.
- 3.3 SARWH will, at its Annual General Meeting, elect up to six Officers for the ensuing year: President, Vice President, Second Vice President, Honorary Secretary, Honorary Treasurer and the London Representative (once every three years), and the other Council Members en bloc.
- 3.4 The retiring Secretary and Treasurer shall be eligible for re-election to their respective posts unless under extenuating circumstances.
- 3.5 Non-Royal Warrant holding members and Emeritus members will not have a vote on the Council.
- 3.6 The Vice President and Second Vice President (who must be a Grantee) shall be eligible for election as President.
- 3.7 The President shall only be eligible to serve one term and is ineligible to stand again as Vice President, or President within three years, unless there be no other eligible council member available (who has not been President). The President will automatically become a Council Member after the end of their term.
- 3.8 SARWH will, at its Annual General Meeting, elect a Council that consists of no less than 12 members (including the Officers).
- 3.9 The Council shall be primarily responsible for the activities of SARWH and ensuring the appropriate governance of SARWH.
- 3.10 Council shall nominate and elect the Second Vice President at the May Council following a majority vote by Council Members. Any Council Member wishing to stand down could be offered an Emeritus position on the Council.
- 3.11 The Council shall elect one Member to act as their representative at the National Association (the London Representative) for a three-year term, which can be extended for a further three years, serving a maximum of six years.
- 3.12 The London Representative shall be responsible for representing SARWH at all National Council meetings, ensuring the views and interests of SARWH are communicated in all relevant discussions. They shall report back to Council on all matters arising.

#### **4. MEETINGS & VOTING**

- 4.1 The Council shall meet if possible four times per year and such meetings shall be convened by the Secretary. The location shall be decided by the Council.
- 4.2 SARWH shall meet each year for an Annual General Meeting (AGM). The AGM will be held annually in the month of September. The venue being chosen by the incoming Vice President with prior agreement by Council (see 7.3).

- 4.3 Formal notice of the AGM will be sent to all members no less than 21 days before the date of the meeting. The formal notice shall be sent out by the Secretary and include the previous year's minutes, notice of all elections, statement of accounts, proxy form and an agenda.
- 4.4 Discussion topics and agendas for any Council meetings shall be made available by the Secretary to the whole Council, at least three working days prior to the meeting.
- 4.5 The President, (or Vice President in their absence), shall chair all meetings. Any conflict of interest should be minuted at the beginning of the Meeting.
- 4.6 All meetings shall have a quorum of no less than a total of 10 voting members, including Officers and Council members present.
- 4.7 Subject to paragraph 3.5, Members shall be able to vote on agenda items and elections by proxy received via email or post five working days prior to the AGM.
- 4.8 Subject to paragraph 3.5, voting on all agenda items requiring a vote shall be by a show of hands and voting will be by way of a simple majority.
- 4.9 In the event of a tied vote, the President shall have the casting vote.
- 4.10 The Secretary shall maintain minutes of each meeting, to be made reasonably available to the members of the Council.
- 4.11 An Extraordinary General Meeting (EGM), if proposed and seconded, shall only be called if the majority of the whole Council agrees to its requirement.

## **5. CONSTITUTIONAL AMENDMENTS**

- 5.1 Should any amendments be required to the constitution; this shall require a majority vote within the Council, subject to paragraph 3.5, and ratification by members at the following AGM.

## **6. FINANCE**

- 6.1 *Accounts:* The Treasurer shall maintain a set of accounts, summarise and present them at each Council meeting. Draft accounts to be presented at the May Council meeting. A full set of audited accounts shall be available to Council in the August meeting and signed off at the AGM.
- 6.2 *Payment for Secretary:* an honorarium paid quarterly which is signed off by the President and another Officer and reviewed once a year at a Council meeting (preferably at the meeting before the AGM).
- 6.3 *Payment for President:* will be reimbursed upon receipt of reasonable claim for expenses up to a limit of the award of subvention. Typically, the reimbursement will be made quarterly during the President's term.
- 6.4 *Bank accounts:* All monies should be deposited on account in the name of The Sandringham Association of Royal Warrant Holders with minimal cash float available to cover incidentals. All transactions shall be documented by the Secretary or the Treasurer and covered by the audit.

- 6.5 Any spending outside the normal transactions, or changes to the Bank Account, or changes to the Reserve, require approval by the Council.
- 6.6 The Reserve of SARWH shall be governed by a Reserve Policy document.
- 6.7 *Membership register:* The Secretary shall manage and maintain the definitive membership register. The Secretary shall ensure that all changes notified are forwarded to the Treasurer within a reasonable time period.
- 6.8 *Fees:* The membership fees shall be reviewed on an annual basis and decided by Council (preferably at the meeting before the AGM in August). Application for SARWH membership is welcomed from all Royal Warrant Holding companies. Our membership year runs from the 1<sup>st</sup> January.
- 6.9 The best practices of SARWH are to remain solvent, maintain the Reserve, raise income to cover extraordinary gifts and to cover the costs of hosting events.

## **7. EVENTS**

- 7.1 A schedule of all SARWH events shall be maintained by the Honorary Secretary and made available, as appropriate to all members and RWHA.
- 7.2 The Officers should propose to Council a schedule of events which should be reviewed at each Council meeting. The Sandringham Flower Show is the flagship event. Other events include but not restricted to a shoot, golf, bowls tournament and commemoration of Armistice Day.
- 7.3 *AGM:* The AGM shall take place in close proximity to Sandringham (a list of approved venues to be held by the Honorary Secretary). Any other location further away needs agreement of the Council.
- 7.4 In order to introduce the new President to the wider membership, a President's Dinner (normally the Presidents Weekend) and should be scheduled within the events calendar.
- 7.5 When appropriate, SARWH events should aim to raise charitable funds.
- 7.6 The London Representative should ensure that all National Association events are communicated to the Council members and vice versa.

## **8. COMMUNICATION**

- 8.1 The National Association is the authority on all matters arising around the Royal Warrants.
- 8.2 The voice of SARWH is the Council.
- 8.3 SARWH shall maintain a website that communicates its values, benefits and objectives and aligns with the National Association. This should contain details of a list of Officers, Council members, new members, news and events.

**9. ADMINISTRATION & SUPPORT**

Both the Treasurer and Secretary may employ external and additional resource in order to fully perform their duties. The costs and duties to be undertaken must be approved in advance by Council.

**10. PRIVACY STATEMENT**

All members' information and company details shall remain confidential and shall not be shared, rented out or made available in any form to any third party, without the formal permission of the Grantee and/or Member.

**11. ASSETS**

All assets of the Association remain the sole property of SARWH.

*August 2023*