SAMA 82	Controlled Document

The South Atlantic Medal Association (1982)

BRANCH RULES

Policy Number	06
Document Owner	SAMA (82)
Ratifying Body	Board Of Trustees
Policy Lead	Robin Turk
Available (upon approval) to	Members and Volunteers
Next Scheduled Review Date	02/12/2029

POLICY CONTEXT & REQUIREMENT

This policy has been developed to protect the organisation, employees, trustees, membership and volunteers by ensuring that SAMA (82) branches are setup and ran in line with organisational policy and governance

Version Control				
Version	Author	Status	Date	Change Detail
2.0	Andrew Lockett/Brian Sherrington	Implemented	02/12/2024	N/A
2.1	Alan Dodsworth	Implemented	19/08/2026	New Front Page, Policy Lead & Version Control

1. Introduction

1.1. The UK has been divided into regions and volunteer regional representatives for these areas are appointed when available. These appointees are known as Regional Coordinators.

1.1.1 A list of current active regions and Co-ordinators can be found on the SAMA 82 webpage or via the SAMA 82 office.

1.2. There are also volunteer Regional Coordinators registered within Europe, Falkland Islands, America and Australia – details available on the SAMA 82 webpage or via the SAMA 82 office.

1.3. It would be ideal to have a Regional Coordinator for all areas of the UK, but it is recognised that this is unlikely.

1.3.1 Parties interested in starting a new active Region, must contact either the Trustee responsible for Regional Coordinators or the SAMA 82 Office.

2. Branches

2.1. Members may set up branches to cover regions or specialised activities. A member or beneficiary may join a branch of choice.

2.2. Branches are to be run in accordance with the articles, memorandum and the rules governing conduct within the charity.

2.3. Where a branch is formed it must be given formal approval by the trustees and be run by an elected management committee of:

2.3.1. Chairman.

2.3.2. Honorary Secretary.

2.3.3. Honorary Treasurer

2.3.4. Other committee members

2.4. The branch shall formalise its purpose and objects and provide a simple set of rules and:

2.4.1 examples and format are available to assist in this process,

2.4.2 the purpose, objectives and rules must be consistent with the governance of the charity.

2.5. Appropriate records shall be defined and kept – in particular financial records.

2.6. The branch chairman, honorary treasurer, honorary secretary and committee members to fill vacancies shall be elected at the branch annual general meeting. Such other officers as may be necessary for the proper administration of the branch may be appointed at the annual or any general meeting.

2.7. The financial year shall be 1 January to 31 December and inspected and approved accounts shall be made available to the SAMA 82 treasurer by the following 1 March.

2.8. The branch annual general meeting shall be held no later than 18 calendar months after the previous annual general meeting. The secretary shall send to each member of the branch a notice convening the meeting together with a copy of the branch annual report and accounts for the preceding year, seven clear days before the date fixed for the meeting.

2.9. A branch may not secure loans for the purpose of its activities.

2.10. No branch or any officer thereof shall have power to pledge the credit of the Association or any officer of the Association or to insure any liability in the name of, or on behalf of the Association, or any officer of the Association.

2.11. If, in the opinion of the trustees, any branch becomes redundant or is not holding regular meetings for the transaction of branch business, it shall be closed in accordance with Rule 1 and its assets taken over by the trustees in the name of the Association.

2.12. Financial information required are given in appendix A.

2.13. The following branches were approved by trustees as at the 1 January 2024:

2.13.1. Camping and Caravan branch,

2.13.2. Christchurch and district,

2.13.3. Scotland,

2.13.4. HMS Sheffield,

2.13.5. Havant Branch.

3. Guidance for Branch Treasurers

3.1 Appendix A, or similar format/document, must be returned to SAMA 82 treasurer at the end of each financial year.

3.2 All sections of the return, even if a nil, must be completed.

3.3 A copy of the completed return is to be sent to the SAMA 82 office by 14th February of the following year.

3.4 The headings in the receipts and payments summary are suggestions but may be helpful to you.

3.5 Ensure a signed statement by your independent examiner is attached to the completed return.

3.6 Ensure that the contact details for your independent examiner are included in their statement.

3.7 You must keep a copy of the completed return for your records.

Appendix A - Return of financial information to the trustees

Branch .....Accounts for the Year ending 31st December 20.....

1. The summaries of receipts and payments and of branch assets and liabilities which include all funds in the hands of the branch or held on their behalf were submitted to and accepted by the branch management committee and presented to members in general meeting on.....at which Meeting .....Members were present.
2. The Cash at Bank has been checked with the Bank Statement and the amount shown as Cash in Hand is deemed reasonable and proper.

Receipts	**£. p**	**Payments**	**£. p**	**Carried Forward**	**£. p**
Brought Forward Cash at Bank		Bank Charges		Cash at Bank	
Brought Forward Cash in Hand		Postage		Cash in Hand	
		Telephone			
Branch Contributions		Printing / Stationary			
Donations		Travel Expenses			
Sponsorship		Committee / Branch meetings			
Fundraising		Branch AGM			
Social Functions		Annual Reunion			
Wills / Legacies		Donations			
Other Sources		Other Payments			
Total Receipts		**Total Payments**		**Total**	

Receipts and Payments Summary for the Year Ending 31 December 20.....

Funds held at Branch

Account name	Type of Account: Deposit/investment/current	Account Number	Signatory names

Other details required by the Honorary Association Treasurer

		Total value
Loans	The total value of loans undertaken by the branch	
Debts	The total value of outstanding debts owed to the branch	
Property	The value of property held by the branch	
Restricted Funds.	The branch holds the following restricted funds	

Please tick if the following documents are included

	Attached yes/no
Independent Inspector - A statement by the independent inspector of the accounts	
Proposed Budget - The branch proposed budget for the current year	
Supporting Comments - if considered necessary	

Signed Branch Chairman .....

Signed Honorary Secretary .....

Signed Honorary Treasurer .....