

As Amended by Council in October 2026

Rules of the Airborne Engineers Association (AEA) a National Branch of the Royal Engineers Association (REA)

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RULES OF THE AIRBORNE ENGINEERS ASSOCIATION (AEA)

National Branch of the Royal Engineers Association (REA)

1. Formation

- a. The Airborne Engineers Association (AEA), a National Branch of the REA, was formed on 18 October 2025 following a merger of the Royal Engineers Association Airborne REA(A) branch and the AEA.
 - b. The AEA, a national branch of the REA (hereafter known as AEA), is governed by Rules approved by the AEA Council. For any areas not covered by AEA rules, members should refer to the REA rules.
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2. Motto and Aims

- a. **Motto** – The motto of the AEA is “SERVICE NOT SELF.”
 - b. **Aims** – The aims of the AEA are:
 - (i) To promote and maintain contact between former and current members of airborne units of the Corps of Royal Engineers, by fostering esprit de corps and a spirit of comradeship and service.
 - (ii) To promote and maintain friendly and welcoming contact between all members of the AEA and all members of the Royal Engineers Association (REA).
 - (iii) To provide a focus for social and other gatherings of members of the AEA.
 - (iv) To provide assistance to members of the AEA who require access to welfare or benevolence.
 - (v) To maintain an awareness of airborne traditions in units of the Corps and act as a link between serving and retired members of the Corps.
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3. AEA National Branch of REA Organisation

(a) The AEA shall consist of a Council, Branches, and Social Branches. The following branches are in place:

Aldershot
Birmingham
Scotland
Yorkshire & Lancashire
299 Association Hull
Wales and West
Woodbridge Social

Chatham Social
East Midlands Social
Central Admin Branch

Social Branches are groups of AEA Members who meet regularly but do not have a committee and branch structure. To be recognized by the AEA and be informed of AEA/REA activity, Social Branches must have an admin/point of contact. REA members who solely belong to a Social Branch can vote at the AGM and sit on AEA committees.

(b) **The AEA General Council** – Is a hybrid of serving soldiers and veteran volunteers. There is no restriction on how long a veteran can serve on the council. All council members are to be re-elected at each AGM, except posts tied to Regimental appointments. The RSM is normally the Group Secretary, Treasurer, and Chairman in our structure; his responsibilities are divided into three posts.

Patron – The Association shall have a Patron to whom the appropriate invitation shall be extended by the General Council.

The President and Group Director, by default, is CO 23 Parachute Engineer Regiment.

Vice President and Deputy Group Director – Veteran Volunteer

Chairman – Veteran Volunteer

Secretary – Veteran Volunteer

Treasurer – By default, an Officer 23 Parachute Engineer Regiment (**To be discussed with President**)

Membership Secretary for Regular Soldiers – Default RSM 23 Parachute Engineer Regiment

Membership Secretary Veterans – Veteran Volunteer

REA Operations Committee Representative

IT and Website Manager

Editor of the AEA Journal – Supported by Regimental Media Officer

Shop Manager- Veteran Volunteer

23 Regt PRI Shop Manager – Regular soldier

Welfare POC

Archivist and Property Member – OC 9 Parachute Sqn (**to be discussed with President**)

Branch Representative – Each branch is entitled to provide a representative to the council.

4. Powers and Duties of the General Council

Should any duly elected member of the Council be unable to perform his/her duties for six months or more, he/she shall resign, and the Council shall appoint a replacement in his/her place. Such an appointee shall serve until the next AGM, but a retiring appointee, being eligible, may stand for re-election. In furtherance of the stated objects of AEA, the General Council shall have the following powers:

- (i) To raise money for the furtherance of the Aims of the AEA.
 - (ii) To make grants, gifts, or donations to AEA members in particular need, provided such sum is a maximum of £500 and shall be considered exceptional, not regular support to pay expenses.
 - (iii) To make payments to branches to support recruiting, engagement, and esprit de corps activities.
 - (iv) To pay any member of the Council and any member of the Executive Committee of an authorized Branch reasonable out-of-pocket expenses incurred personally when engaged on activities in furtherance of the aims of the AEA.
 - (v) The General committee is able to approve transactions up to £1000.00. At least 1 Committee members to authorize transaction in addition to the Chairman and Treasurer.
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5. Branches

(a) All AEA Branches are to comply with the Rules of the AEA and any directives issued by the Council in furtherance of its powers and duties.

(b) **Branch Committee (BC) of a Branch.** Should consist of the following members, all elected or re-elected by the Branch in general meeting:

- Branch President
- Branch Chairman
- Branch Secretary/ Membership Secretary
- Branch Treasurer
- Welfare Member
- Entertainment Member

(c) **General Council (GC) and Branch Committees (BC)** Should be guided by the following rules:

- (i) The GC and BC shall meet whenever its Chairman deems necessary.
 - (ii) The BC shall comply with directives from the GC and shall be responsible to the GC for executing policies laid down by the GC.
 - (iii) The BC shall have the power to raise its own annual subscription from its members.
 - (iv) The BC must have three voting members present to form a quorum. In the event of equality of votes, the Chairman shall have a second or casting vote.
 - (v) The GC and BC may elect a person to be a Family or Friend Member (includes Honorary Members).
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6. Minutes/Action Notes

The BC and GC Secretary shall record all resolutions and procedures within four weeks of the meeting. The BC shall forward their minutes to the GC and all branches.

7. Voting

- (a) Every resolution at General Council, and Branch meetings shall be decided by a simple majority of votes of those present and entitled to vote.
 - (b) In the event of equality of votes, the Chairman shall have a second or casting vote.
 - (c) The Council shall have the power to call for a national vote of all registered members should the need arise, particularly for motions altering fundamentally the objects or ethos of the AEA.
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8. Rules of the AEA

- (a) The rules are to be published on the AEA website by the Secretary of the General Committee. All new members are to be signposted to the rules by the Branch Secretary on joining the AEA. By joining the AEA, you agree to follow General Data protection Regulation GDPR.
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9. Accounts

- (a) The AEA General Treasurer and each Branch Treasurer shall keep books of accounts. Accounts are to close 31 December and Balance Sheet shall be submitted on the REA website by the January 31. Accounts may be called for audit in February by the Charity Commission auditors.
 - (b) **Annual Accounts** – At each AGM, an audited income, expenditure account and a balance sheet, recording account) as at that meeting shall be presented.
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10. Subscriptions

- (a) There is no annual subscription or joining fee for the AEA or REA.
 - (b) **Legacies & Donations** – Donations can be made online via the REA website. Donations are to be earmarked for the AEA account, and the AEA Treasurer is to be notified.
 - (c) Any member whose Branch annual subscription has expired shall not be eligible to vote at Branch meetings. This is at the discretion of the Branch Chairman.
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11. Membership Categories

There are four categories of membership:

- (a) **Life Membership** – All new Life Members are to be allocated to a branch. Any person who has served in an Airborne Engineer unit, or any member of the Corps who has served on the posted strength of a Special Forces unit. The Council reserves the power to veto an application if it considers it in the best interests of the AEA.
 - (b) **Family & Friend Membership** Includes Honorary Membership. Open to parents, children (over 18), partners, siblings, and friends of former and serving Sappers. Family members may be subject to different costs for centrally funded events. Family and Friend members are approved by a branch vote.
 - (c) **All Arms Membership** Veterans and serving members of any arm or service (including Cadet Force Instructors) are eligible. All Arms members are approved by a branch vote.
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12. Commendations and Honours

- (a) **President's Commendation** – May be presented annually to any AEA member giving particularly meritorious service. Nominations may be made by any member. The President may be assisted by two Council members. Nominations must reach the General Secretary by 15 August each year.
 - (b) **REA Badges of Merit and Chief Royal Engineers Commendation** – AEA members are eligible to be awarded (see REA rules 18.01 Rules of the Royal Engineers association version dated 13 Feb 24).
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13. Breach of Rules Procedure

- (a) The Association at national and branch level may investigate suspected breaches of AEA rules.
 - (b) Rules are binding; acceptance of membership indicates willingness to abide by them. Membership may be ceased by individual resignation or expulsion. Expelled members may only rejoin by resolution of the GC.
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14. Frequency and Types of Meetings

- (a) **AEA Annual General Meeting (AGM)** – Held annually, normally in October. Business includes receiving accounts, reports, election of Council members, and rule amendments.
 - (b) **REA Annual General Meeting** All members of the Association are entitled to attend REA General Meetings. Each AEA Branch and a member of the General Committee is entitled to nominate one of its members as a delegate to General Meetings of the REA, with full voting powers (Branch Delegates). See Rules of the REA para 11.14 Version 13 – Feb 2024
 - (c) **Special General Meeting (SGM)** – May be requisitioned by the President or Chairman, with 14 clear days' notice. Majority of eligible members must vote in favour for a resolution to pass.
 - (d) **Ordinary General Meeting (OGM)** – May be convened by the GC or BC for members to discuss matters concerning their Branch.
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15. Official Announcements

All official announcements of the AEA shall be distributed to members with current email addresses, posted on the website, and may be included in the Airborne Engineers Journal.

16. Regulations

The Council may make Regulations for the day-to-day running of the AEA, consistent with these Rules. Due notice is 30 days after promulgation.

17. Dress Code

Dress Code for AEA Standard Bearers – see REA Annex A to Reg rules 2018 version 13 Feb 24.

18. Closures of the AEA or an AEA Branch

In accordance with REA rules, on closure branch funds will be returned to the AEA account of the REA (see REA Rules 17.05, 2018 version 13). On closure the AEA central Account funds will be returned to the REA.

Duties of the General Council Members and Branch Council Members**President / Group Director –**

- a. Be an ambassador for the AEA/REA and to represent their group on national matters.
 - b. Ensure effective administration of the group.
 - c. Decide on members to be put forward for the REA Badges of Merit and to endorse applications with their recommendation
 - d. Award AEA Presidents /Group Director's Commendation and certificate to members doing particularly good work for the benefit of the group.
 - e. Confirm in writing, the poor state of worn-out branch standards and the need for a new one, when they are to be replaced due to its poor condition.
 - f. The President / Group Director are expected to visit Branches at least once during their tenure.
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2. Vice President/ Deputy Group Director

- a. Review REA rules prior to AGM and prepare a report on any changes affecting the AEA as a National Branch of the REA.
 - b. Support the President Group Director in discharging the duties above.
 - c. Deputies for the President /Group Director (in such matters as AGM meetings where necessary)
 - d. Provide continuity (in such matters as Badges of Merit and Group Directors Commendations)
 - d. Represent the group at REA meetings where the nominated AEA member is not available.
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3. Branch President

- (a) The Branch President has both a representational and encouraging function. The incumbent should be a person able to counsel the Chair and Branch committee as necessary in the execution of their duties.
- (b) The President, is a voting member of a branch they should open and close the Branch meeting.
- (c) Succession Planning: Discuss potential Branch President candidates with the Branch committee. The retiring President establishes the willingness of the President designated to serve and accept the duties involved.

4. Chairman

- (a) To keep order at meetings.
 - (b) To ensure the agenda and motions before the meetings are adequately discussed in the time available.
 - (c) To give rulings when necessary and ensure the business is conducted in accordance with the rules, including REA rules.
 - (d) To ensure discussion is as wide as possible with everyone given an opportunity to speak.
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5. Branch /General Secretary

- (a) To record the minutes of all Association meetings.
 - (b) To deal with correspondence concerning all matters affecting the Association.
 - (c) To manage the routine organisation and administration of the Association.
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6. General Council Treasurer

- (a) To monitor and submit funds and payment invoices to the AEA central account held by the REA.
 - (b) To support Branches where required to ensure accounts close each 31 December, and an annual balance sheet is submitted by 31 January each year.
 - (c) To be responsible to the General Council for the efficient administration of sales from the Association Shop and for transferring profit from such sales to the funds of the Association.
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7. Branch Treasurer

- (a) The Branch Treasurer is to administer the financial management of the Branch, ensuring the accounts are presented in a clear way at the branch meetings.
- (b) The Branch Treasurer must always bring to the attention of the branch the financial implications of any decision they are considering. Where Branch Funds are held centrally monitor and submit funds and payment invoices to the AEA central account held by the REA.
- (c) To receive from the Branch Secretary or Membership Secretary all membership subscriptions and to ensure that all monies received are banked at the earliest opportunity, entered into the ledger/cashbook and that supporting documents are filed and safeguarded.
- (d) To ensure that all cheques are signed by at least two of the authorized signatories, one of whom shall be the Treasurer, and that they are clearly endorsed 'A/C.' All Branch expenditure is to be authorised and minuted during branch meetings.
- e. If the Branch uses Internet banking these transactions must also be checked prior to a Branch meeting by the Treasurer and at least one other Branch member.
- f. Branches are not to use a Petty Cash system.
- g. To ensure accounts close each 31 December, and an annual balance sheet is submitted on line by 31 January each year to the REA. Supply Charity commission auditors with end of year account if requested.
- h. Branches should aim to hold no more than 3K. Where a branch account is held centrally there is no restriction on the amount it holds as the audit process is carried out by REA

central.

8. Membership Secretaries

- (a) Canvassing of potential members.
 - (b) Support REA Membership Secretary in processing applications and registering members.
 - (c) Request and cross-reference Branch list with REA lists.
 - (d) Where eligibility is in doubt, consult Branch members for guidance.
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9. Editor of the Association Journal

- (a) To collate articles and contributions for the journal and prepare them for publication. Authors are solely responsible for accuracy; the Editor ensures content does not cause offence or conflict with the Association's traditions. Uncertainties are to be referred to the general Committee.
 - (b) To engage a printer and liaise in all matters relating to preparation, or arrange distribution of an e-copy online.
 - (c) To arrange the distribution of the Journal according to the frequency agreed with the Executive Committee.
 - (d) To control the sale of advertising space in the Journal.
 - (e) Maintain the front cover of the Journal and offer any proposed changes to the Executive Committee for approval.
 - (f) To have an awareness of any potential copyright infringements included in Journal content.
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10. Archivist and Property Member

- (a) To record, collate, arrange storage, and disseminate items related to the history of the Association or Airborne units of the Royal Engineers.
 - (b) To make relevant documents available for historical research and control access to prevent loss.
 - (c) To inform the AGM of donations to the Association during the previous year.
 - (d) To inform members of the Association's history and Airborne Engineers' operations via articles and displays.
 - (e) In the event of the Association's demise, arrange safe depositing of all historical documents with an appropriate museum or library, with 23 Parachute Engineer Regt first choice, the RE Museum Brompton given second choice.
 - (f) The Archivist may recruit a deputy to share the responsibilities of recording and collating history.
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11. Branch Entertainments Member

- (a) To co-ordinate the planning and running of social events for members' benefit and enjoyment.
- (b) To control the financial accounts of social events.
- (c) To provide the social event statement of accounts as required to the Treasurer.

12. Welfare Advisor

- (a) To co-ordinate all matters relating to welfare within the Association and its branches.
 - (b) To act as the point of contact for members regarding welfare.
 - (c) To liaise with external agencies on behalf of the AEA in matters of welfare.
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13. AEA Shop Manager and 23 Regt PRI Shop Manager

- (a) Maintain and secure all shop stock.
 - (b) Liaise with suppliers to ensure stock remains fresh and supports the objects of the Association.
 - (c) Ensure all monies are accounted for and banked promptly.
 - (d) The shop stock and monies will be audited at least once per year by a member appointed by the Chairman.
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14. IT Member

- (a) Edit, maintain, and administer the AEA website.
 - (b) Ensure the AEA site supports the aims and constitution of the AEA and is engaging for visitors.
 - (c) Redirect enquiries received via the website to the appropriate AEA member.
 - (d) Liaise with service providers and maintain payments via the Treasurer to ensure the site remains stable, secure, and operational.
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Amendment 1

Archivist Policy

Guidelines and Procedures for the Management of Archival Materials

The aim –

To record and collate, to arrange storage and appropriate dissemination of all items submitted to the Association which relate either to the history of the association or to the history of Airborne units of the Royal Engineers.

To make available to those engaged in historical research any relevant documents held by the association and to control such access to avoid loss.

To inform the AGM of donations to the association during the previous year.

To inform members of the history of the association and of the operations of airborne units of the corps via articles in the Journal and other displays which, from time to time are deemed to be appropriate.

In the event of the demise of the Association, to arrange for the safe depositing of all the association's historical documents with an appropriate museum or library as decided by the Executive Committee.

The Archivist Member may recruit a deputy who will share the burden of recording and collating the history of the association and of Airborne Engineers.

If no volunteer offers their service the Archivist or assistant does not have to be a member of the AEA

1. Introduction

This policy document outlines the protocols and standard for archivists responsible for the acquisition, preservation, management, and accessibility of archival materials. The purpose is to ensure the long-term protection and effective use of records of enduring value within the organisation.

The AEA has many documents which have been offered to members for storage and documentation. For some years Fred Gray gave willingly of his time to store and record these items. Prior to 9 Parachute Squadron moving Rock Barracks and becoming part of 23 Air Assault Regt, memorabilia and history documents were spread out and maintained by veterans. The Regt has some memorabilia, Diaries, Photographic records various trophies and presentations etc. These are recorded by the Regt and sub units and are not currently dealt with by this document. The MOD has regulations regards recording gifts etc. This may

well be amended in the near future. However, primarily this document deals with material that has been offered up and maintained by volunteers of the AEA pre amalgamation.

It was decided at the Oct 2021 AGM that these records and memorabilia be secured and maintained in the RE Museum. Collection hand over etc was arranged by Fred Gray, Baz Bassett and the RE Museum. Key reasons were:

- Security storage
- Access to documents by serving and retired
- Research by other museums and sources
- Digitisation programme Control of loaning the material.
- Point of contact at the RE Museum (Currently Nick Gibson and Baz Bassett)

Arrangements were therefore made and these documents are now held at the RE Museum

2. Scope

This policy applies to all staff involved in the handling, processing, and management of archival records, whether in physical or digital form. It covers the entire lifecycle of archival materials, from acquisition to eventual disposal or permanent retention.

3. Acquisition and Appraisal

- All records considered for inclusion in the archive must be appraised based on their historical, administrative, legal, or cultural significance.
- Items can be offered up to the AEA for inclusion, but initial requests should go via the Secretary AEA and the Archivist for assessment
- Archivists will follow established selection criteria to determine which materials are to be preserved.
- Criteria may cover these points, is it:
 - o Interesting to the AEA
 - o Is it replicated
 - o Documents, condition, permission to hold, historical
 - o Size and maintenance
 - o Is for the RE Museum or Regt
 - o Historical
 - o Value, Insurance, delivery collection costs
 - o Authority or permission to hold items
- Donors and creators of records must be informed of the terms and conditions of transfer or deposit.

- Items that may be better placed with the 23 Parachute Engineer Regiment will be offered to the Adit 23 Parachute Engineer Regt save for consideration.

4. Arrangement and Description

- The RE Museum is working with the Archivist so that records will be arranged in accordance with their provenance and original order, where possible.
- Comprehensive cataloguing and description will be undertaken to facilitate access and retrieval.
- Descriptive standards such as ISAD(G) if available may be adhered to for consistency and clarity. This format may be accessible from the RE Museum
- Further recording may be necessary, if and when digitised.

5. Preservation and Conservation

- Archivists are responsible for ensuring suitable environmental conditions for storage, including temperature, humidity, and security controls.
- Regular inspections and conservation measures will be implemented to prevent deterioration.
- It is hoped that the archivist and assistant archivist attend the RE Museum for an annual visit.
- Digitisation may be undertaken to enhance access and reduce handling of fragile originals.

6. Access and Use

- Access to archival materials can be arranged via the RE Museum curator and representatives via organisational policies, and donor agreements.
- Researchers must adhere to reading room rules and observe the proper handling of materials.
- Requests for copies or publication must be reviewed and authorised by the archivist. Any major items or those requiring removal is to be cleared by the Executive cttee.

7. Data Protection and Confidentiality

- Personal and sensitive information contained in archival records must be managed in accordance with data protection legislation.
- Access to restricted materials will be controlled and recorded.

8. Training and Professional Development

- Archivists are expected to maintain up-to-date knowledge of best practices and legal requirements through ongoing training and professional development. With the lack of experience, guidance and support will be sought by the RE Museum staff.
- Participation in professional networks and conferences is encouraged.
- There is already a good link with FORM (Friend of the RE Museum) and REHS the RE Historical Society.

9. Review and Revision

This policy will be reviewed biennially by the archivist or as required to reflect changes in legislation, standards, or organisational practices.

10. Contact

For further information regarding this policy or the management of archival materials, please contact either the Archivist (currently Baz Bassett mrb375@gmail.com) or the secretary AEA

Amendment 2

President's Citation

1. Introduction

Members may be eligible for the REA Badge of Merit in recognition of sustained service to the AEA. Members may also be considered for a Group Director's Commendation in recognition of a specific achievement or exceptional effort. The procedures for these awards are available on the REA website.

This section outlines the procedure for awarding the **AEA President's Citation**.

2. Award Procedure

1. **Approval of Citation:** The Committee shall agree on the wording of the citation at the Ordinary General Meeting (OGM), or offline if required.
2. **Preparation of Certificate:** The Secretary shall forward the approved citation wording to the printer for preparation of the certificate.
3. **Delivery to Adj 23 Para Engr Regt:** The printer shall send the completed certificate and citation wording to Adjutant 23 Para , advising them of the expected delivery date.
4. **Signing and Framing:** Adj 23 Para Engr Regt shall arrange for the certificates to be signed by the Commanding Officer (CO) and framed at the Association's expense.
5. **Presentation Arrangements:** Adjutant 23 shall arrange for the framed certificates to be presented to the CO, or their representative, prior to the Gala Dinner at which the citations will be awarded.
6. **Lapel Badge:** The Membership Secretary shall provide a President's lapel badge for each recipient.

Change Log

Date	Description	Edited By	Action
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Oct 2025	Draft produced	John Lee and Phil Taylor	Published on AEA website and link emailed to all valid email addresses
Oct 2026	Amendment 1 Archivist Policy Document	Baz Bassett	Added to constitution as amendment 1
Oct 2026	Amendment 2 President's Citation	Phil Taylor	Added to constitution as amendment 2