

N·A·Re·S

**NATIONAL ASSOCIATION OF
RE-ENACTMENT SOCIETIES**

**The
Constitution and Rules
of the
National Association of Re-enactment Societies**

Year 2004 Edition

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National Association of Re-Enactment Societies

Constitution of the Association

The Title.

The title of the Association shall be the National Association of Re-enactment Societies, hereinafter referred to as "NAREs" or "the Association".

1. The aims of the Association.

NAREs shall be a non-political, non-religious organisation with the following aims:

- i. To provide Codes of Practice to act as a framework for the safe, authentic, and realistic re-creation of all periods of history.
- ii. To advance and represent the interests of re-enactors of all periods of history.
- iii. To instigate and promote contact, and maintain liaison, with display organisers and Government bodies both British and foreign.
- iv. To keep the Association's members informed of intended legislation or other information relevant to re-enactment.
- v. To encourage and support contact between member societies and other bodies.

2. The structure of the Association

- i NAREs shall be a non-profit making organisation.
- ii It shall consist of a General Council composed as follows.
 - (a) Voting members:
 - Delegates from Full member societies.
 - The Chairperson of each active sub-committee.
 - (b) Non-voting members:
 - Delegates from Business members.
 - Ex-officio officers of the Executive Committee.
 - Such other persons as may be appointed by the General Council or its Executive Committee.
- (iii) (a) Each Full member society will appoint voting delegates to the General Council according to their membership strength as indicated in their application for membership or renewal.

- (b) Each Business member will appoint one non-voting delegate to the General Council.
- iv The everyday management of the Association will be dealt with by an Executive Committee which will comprise:
 - (a) Six people elected by the General Council at its AGM. Candidates shall be drawn from appointed delegates of Full member societies. Candidates must be proposed and seconded in writing, prior to the AGM by appointed delegates of a Full member society. The Chairperson of the Association, a delegate of a Full member society, will be one of these six people and will be elected by the Executive Committee at its first meeting after the AGM. The preceding Chairperson will remain in office until he/she is either re-elected, (if they have been voted onto the Executive Committee once again) or replaced. This meeting will normally take place straight after the AGM. In the absence of the elected Chairperson at any meeting the Executive Committee will appoint one of its elected members to act in that capacity for the duration of that meeting. The retiring Executive Committee will continue to serve until the end of the AGM, when they will be replaced by the new Executive Committee.
 - (b) The Chairperson of each active sub-committee, who shall be responsible to the Executive Committee. Sub-committees will be set up by the EC as appropriate. In the first instance an individual will be asked to co-ordinate the formation and initial business of the committee but once established it will then elect a chairperson annually in or around October.
 - (c) A Public Relations Officer, Secretary and Treasurer. All of who will be ex-officio members of the Executive Committee and appointed by that body for a period of one year (January to December). These ex-officio appointees will not represent an individual member society during their term of office at the Association's AGM, and will therefore have no vote, but will be entitled to vote at Executive Committee meetings. The Executive Committee will meet as and when necessary, but at least once and not more than four times per year, except in exceptional circumstances. Observers may be invited in writing, at the discretion of the Executive Committee, to attend its meetings.
- v The Association shall hold an AGM in November, or at the nearest convenient date, in a place and at a time that shall be convenient to the Delegates and Officers. Such a meeting will be called and organised by the Executive Committee or one of its officers acting on its behalf.
- vi Notice of meetings of the General Council shall be circulated to all member societies at least forty-two days in advance of the scheduled date. Such a notice shall include a request for agenda items and nominations, which must be received by the Association prior to twenty-one days of the date of the meeting.
- vii An agenda and final details of the meeting shall be circulated to member societies at least ten days in advance of the scheduled date.

- viii These rules may be revoked, added to or altered by a majority of members present and entitled to vote at any quorate General Meeting of the Association. Such revocations, additions or alterations must be notified in writing to the Secretary in order to be circulated to the members at least ten days in advance of the scheduled date.
- ix No business shall be transacted at any General Meeting unless a quorum is present. At all General Meetings, thirty-three and one third per-cent of the voting societies represented by their duly authorised delegates shall form a quorum. If such a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week, at the same time and place as the General Council or as those present may determine. If the adjourned meeting is not quorate within half an hour of the start thereof, those delegates of full member societies present shall be deemed to form a quorum.
- x At any General Meeting of the Association, every Full member society shall be entitled to be present and to one vote per delegate upon every question raised. All matters to be decided at any General Meeting of the Association (whether on a show of hands or on a poll) shall be decided on a simple majority of those full member societies present and entitled to vote.
- xi An emergency meeting of the Association, in addition to its AGM, or any other normally scheduled, will be called by the Association's officers, if such a request has been received in writing by twenty-five per cent or more of its Full member societies, or if the Executive Committee considers it advisable.
- xii Every Full member society shall be entitled to send one representative to all NAReS sub-committees which are relevant to their organisation. Each sub-committee will elect its own Chairperson each year in October, or the closest convenient time to that date. Advisers may also be invited to attend, although they will have no voting rights on the sub-committee.
- xiii As the Chair of each sub-committee is already granted a place on the Executive Committee, they will not be eligible to stand for election to the Executive Committee, if another candidate is available. This does not invalidate a sub-committee chair's voting rights on the Executive Committee or at the AGM as set out in NAReS Rules of the Association.
- xiv. Whilst every effort will be made by the Association to ensure that members will at all times behave in a safe, reliable and legal manner, NAReS cannot accept any responsibility for the actions, inactions or negligence of its members. Individual member societies must take responsibility for their activities.

Rules of the Association

3. Membership of the Association

3A. Types of membership

- i. Membership of NAREs shall be of two kinds. Full and Business.
- ii. Full members must be re-enactment societies consisting of more than ten adult members. Societies will pay the following fee and have the right to send the indicated number of voting delegates to AGM and EGM's. It should be noted that societies may send less than their allotted number of delegates but will retain the same number of overall votes that they are entitled to cast by their delegate(s) who are present:

Adult membership strength of: -

10 to 25	- 1 voting delegate	£25 per year
26 to 149	- 2 voting delegates	£50 per year
150 to 999	- 3 voting delegates	£75 per year
1,000 plus	- 4 voting delegates	£100 per year

- iii. Business members must be firms, companies or other commercial organisations that employ re-enactment societies in the course of their normal business activities. Such membership carries no votes at AGM and EGM's. The Association reserves the right to exclude from meetings - or part thereof - any Business member that the meeting may find inappropriate.
- iv. Any umbrella organisation representing more than one re-enactment society will be expected to be responsible for any group within its membership as if they were one society, both in adherence to the rules of NAREs and in regard to representation and will be deemed as such by the Association.
- v. Membership of NAREs is not open to individuals.

3B. Requirements of application and membership

- i. All applications to join the Association must be in writing and upon the official application form issued by the Association.
- ii. Every application must be accompanied by two recent references. In the case of Full membership, these must refer to two separate business clients for whom presentations have been performed within the twelve months prior to the application. In the case of Business Membership applications, they must refer to two separate re-enactment societies that have been employed by the applicant in the twelve months prior to the application.
- iii. Full membership applications must include a copy of the current constitution and regulations of the applying society. It must support the democratic ideal, enfranchise the membership and be couched in clear and concise language. It shall at all times comply with the best traditions of fair play and comply with English Law in its structure and application. The Association shall maintain copies of suitable outline constitutional forms for supply upon request.
- iv. All membership applications must include a copy of the complete Health and Safety rules of the applicant.
- v. All membership applications must be supported by a copy of the current Third Party Liability Insurance cover maintained by the applicant appropriate to the activities carried out by that society.

- vi Applications for Full and Business membership will not be accepted from societies and organisations who are already represented by another society or organisation.

3C. Processing applications

- i. Applications for membership of the Association will be processed by the Secretary who will at all times act for and on behalf of the Executive Committee. Any decision made by the Secretary shall be subject to the ratification of the Executive Committee.
- ii. Once references have been taken up and other documents reviewed, the Secretary shall make a formal recommendation to the next meeting of the Executive Committee. In normal circumstances and in the interests of expediency, the Secretary will inform the Chair of the Executive Committee of any decision and act upon it pro tem.
- iii. The Association reserves the right to make any inquiries that it sees fit as to the suitability of any applicant and to accept or reject any application for membership that it receives. No reason shall be required to be given to any applicant in the event of rejection.
- iv. In re-enacting the life and times of those who lived within the last 100 years, NAReS reserves the right to refuse membership to any organisation that chooses to portray any aspect of our history that may be seen to bring re-enactment into disrepute.
- v. It is a condition of acceptance into membership of the Association that all members will enforce their own rules and respect NAReS' Code of Practice.

3D. Processing membership renewals

- i. All members are required to complete a renewal form and submit any information requested by the Secretary or their deputy. The membership year is from 1st January to 31st December.)

4. Disciplinary procedures

- i. The Executive Committee shall have the authority to decide upon the suitability of the continuing membership of the Association of any Full or Business membership.
- ii. The Executive Committee shall have the power to reprimand, suspend or expel from membership any member that shall be proven to have acted in such a manner as to:-
 - (a) Bring the good name and reputation of the Association into disrepute.
 - (b) Have damaged or calculated to be damaging or detrimental to the establishment and/or maintenance of good relations with any other body or person with whom the Association has - or may seek to have - contact or association.
 - (c) In particular - but without prejudice to the generality of the foregoing - be in persistent, serious and flagrant breach of the Rules or Codes of Practice laid down by the Association.

- iii. Members shall be given written notice of such allegations by means of a Recorded Delivery notification sent to the last known postal address for whom the Association has a record. Such notification shall set out the substance of the allegation and clearly indicate the date, time and venue of the Executive Committee meeting that will discuss the matter, giving at the least fourteen days notice.
- iv. Members have the right of reply at such a meeting and may do so by means of the attendance of their notified Delegate or in writing, as they prefer.
- v. In the event that the Executive Committee is not satisfied with the reply - or if no reply is given - the Executive Committee shall act according to its judgement and may reprimand, suspend or expel from membership, deleting their name from its register of members.
- vi. In such a case, the Executive Committee shall give immediate written notice of its decision to the member by means of a Recorded Delivery notification sent to the last known postal address for whom the Association has a record.
- vii. The Executive Committee may at its discretion issue a press release or internal memo or other such document as it shall see fit.
- viii. If a member of the Association is expelled from membership it shall - within fourteen days of such expulsion - remove the Association's name and/or logo from all documents, envelopes, publicity material or any other item (material or electronic) that may give the impression that the ex-member is still a member of the Association.

5. Client Liaison

- i. A copy of the Rules of the Association and its Codes of Practice will be lodged with all Government bodies (English Heritage, CADW, the National Trust, the Health and Safety Executive, etc.) libraries, city leisure amenities services, TV and film companies and other such organisations as the Association shall deem suitable.
- ii. A list of accredited member societies of the Association will be included with (i) above.

6. Finance

- i. As NAReS is a non-profit making organisation, NAReS only need sufficient funds to cover such costs as stationery, postage, phone calls, photo copies and other similar expenses including the cost of committee meetings.
- ii. The expenses incurred in running the Association are the joint responsibility of the member societies of NAReS. The financial liability of the members shall not exceed their membership fee. To safeguard the Association and its member societies, no expenditure will be authorised which would overdraw the Association's bank account.
- iii. Accordingly, all re-enactment societies that are accepted for membership of the Association shall pay an annual membership fee.
- iv. Business members shall also pay an annual subscription.

- v Subscriptions for each class of membership shall be fixed from time to time by the General Council. The General Council shall have the power, in special circumstances, to remit or refund the whole or part of any member society's subscription.
- vi No society shall be admitted to membership until it has been elected as provided by Rule 3 and until it shall have paid to the Treasurer the subscription for such membership. Subsequent subscriptions shall be due on 1st January each year and must be paid by 31st January. Any member society that has not sent its written resignation to the Secretary before such date in any year shall be liable for the full subscription for such class of membership for that current year.
- vii The Executive Committee shall have the power to delete the name of, and expel from membership, any member whose subscription is unpaid at any time after 31st January in any year. Such member shall be given notice that it has failed to pay its subscription and if its subscription is not paid within 21 days its name shall be deleted from the register of members.
- viii The Treasurer shall keep, or cause to be kept, such proper books of accounts as will enable an accurate report and statement to be presented, confirming the financial condition of the Association, at every AGM and accounts for the year ending 30th September or such other financial period as may be decided by any General Meeting of member societies, or at any other time if required (and in any event upon reasonable notice to the Treasurer) by the Executive Committee.
- ix A set of audited accounts shall be presented at the AGM to delegates and also circulated to every society with the AGM minutes.
- x Such account or accounts with any bank or building society as the Executive Committee may from time to time decide, shall be maintained by the Association, and not more than three, nor less than two persons shall be nominated by the Executive Committee to sign all cheques, mandates, initiatives, or other communications relating thereto on behalf of the Association.
- xi If, upon winding up or dissolution of NAReS, there remains after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to, or distributed among the members of NAReS, but shall be given or transferred to some charitable institution(s) having objects similar to those of NAReS and which shall prohibit the distribution of its or their income among its or their members to an extent at least as great as is imposed on NAReS. Such institution(s) to be determined by the Executive committee of NAReS at or before the time of dissolution, and if, and so far effect cannot be given to such institution(s) then to some other charitable object.

Revised November 2003



National Association of Re-enactment Societies.

General code of practice.

1. Each member society will have written regulations regarding the running of their organisation. These will cover administration, finance, health and safety, and all legal requirements as well as historical aspects and their aims. The following will be a minimum.
2. Member Societies shall at all times respect NAReS Codes of Practice.
3. No action, or inaction of a member shall bring their society or NAReS into disrepute.
4. All members, at all times, will adhere to the law of the land.
5. Members will at all times adhere to relevant Health and Safety Executive and other Government guidelines.
6. Member societies will be non-political and non-religious.
7. Each member society will arrange for appropriate third party public liability insurance to cover its activities.
8. Societies and their officers shall deal with clients in a professional and business-like fashion. Complaints from clients shall be handled with courtesy and expedience.
9. Each society will undertake to portray its chosen period as authentically as is reasonably possible.

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Full Membership

Full members must be re-enactment societies consisting of more than ten people. Societies will have voting delegates at AGM and EGM's depending on their size and also the opportunity of appointing one representative to any established sub-committees dealing with specific specialities. Umbrella organisations which represent more than one society are also welcome to join as full members but will be treated as one society by the Association once in membership.

Business Membership

Business member must be firms, companies or other commercial organisations that employ re-enactment societies in the course of their normal business activities. Such membership carries no votes at AGM and EGM's. The Association reserves the right to exclude from meetings - or part thereof - any Business member that the meeting may find inappropriate.

Individuals

We regret that membership of NAREs is not open to individuals.