



Policy:	Branch Policy
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1.0 Purpose

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1.0 Purpose

The aim of this Policy is to set out the purpose, structure and operating requirements of a RAC branch.

2.0 Scope

This document applies to all committee members, both the national committee and the branch committee.

3.0 Policy statement

3.1 Structure:

Branches do not operate independently from RAC and are not legal entities in their own right.

The establishment or closure of a RAC Branch can only be approved by the national committee.

A Branch must be managed by a branch committee comprising at least 3 persons, but no more than 5.

3.2 Operations:

All Branches, regardless of size are subject to all RAC Internal Policies, including but not limited to, the ones listed in this policy. The branch will work within the parameters of this policy and the RAC Constitution.

At least four branch committee meetings are to be held each year to plan events and activities. These meetings will be minuted, and the minutes will be available to both the branch and national RAC Committee on the shared drive.

Branches may establish RAC-branded events within their relevant geographic area. The content of such events is at the discretion of the Branch, but must support the overall aims of RAC.

Branches are not required to hold their own Annual General Meeting and the election of officers to branch committees will be done at a National Committee meeting. The branch president or nominated person from the branch committee must also attend the national RAC AGM, either in person or via Zoom or other electronic means.

There is no requirement for an annual branch report, but a branch must provide a summary of the yearly activities and future plans to be included in the national annual report. Their activities and financial totals will be included in the national RAC annual report.

3.3 Membership:

All Committee Members of a branch must be paid RAC members.

There is no minimum size for a RAC Branch in terms of membership. Membership of a branch is membership of RAC national. Branches cannot offer RAC membership in their own right.

3.4 Financial Management:

All funds raised will go directly to the main national RAC bank account. The branch will not hold their own account. Accurate record keeping needs to be undertaken and all receipts, invoices and cash will need to be accounted for as per the appropriate policies and procedures.

Any costs incurred will be approved by the national RAC Treasurer before reimbursement as per the reimbursement procedure.

All forms of sponsorship (cash and in-kind) will be sourced by the local branch as per the sponsorship policy. Where possible, national partners for member discounts will be sourced by both the national and branch committees

Fundraising events will only be held for cancer-related causes.

3.5 Merchandise:

All merchandise is to have RAC approved branding only.

Stocktake report is to be completed every 2 months and uploaded to the shared drive.

Merchandise is ordered through the main website, but local printers will be sourced where possible, after due diligence has been done regarding printing costs. If there are no suitable local printers then printing will be completed at a national level.

4.0 Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
Branch President	Overall branch responsibility
Branch Secretary	Reporting and minutes
Branch Treasurer	All financials
National Branch Coordinator	Ensure the branch has everything they need to run effectively under this policy.
National RAC Committee	Ensure the branch has everything they need to run effectively under this policy.

5.0 Definitions

RAC - Riders Against Cancer

Branch - a subset of RAC

National RAC Committee - the main RAC Committee that oversees all things RAC.

6.0 Related Policies

Media Policy

Cash Handling Policy

Ethical Fundraising Policy

Sponsorship Policy

Discretionary Fund Policy

Complaints Policy