

## REGULATIONS

### TITLE

1. The official title of the organisation shall be Cobseo, The Confederation of Service Charities.

### OBJECTS

2. The stated objectives of Cobseo are to represent, promote and further the interest of the Armed Forces Community by:
  - a. Exchanging and coordinating information internally;
  - b. Identifying issues of common concern and coordinating any necessary and appropriate action;
  - c. Acting as a point of contact for external agencies to the members of Cobseo;
  - d. Representing and supporting the needs and opinions of its member organisations, individually and collectively at central and local government levels and with other national and international agencies;

### DIRECTORS

3. The members of the Executive Committee shall be the Directors of the company limited by guarantee and carry out the duties therein entailed.

### FINANCE

4. The accounting year for Cobseo shall be 01 January – 31 December.
5. Cobseo's financial accounts shall be audited.
6. The Finance Committee has been established to provide advice to the Executive Committee.
7. Cobseo shall primarily be financed by annual membership subscriptions. In exceptional circumstances Full members may apply to the Executive Committee in writing, requesting a reduction in banding level.
8. Cobseo's financial accounts, kept by the Head of Membership and Finance, shall be reviewed by the Finance Committee and be presented to Executive Committee at each Executive Committee meeting.
9. The accounts shall be circulated with the agenda for the Annual General Meeting.

### FULL MEMBERSHIP

10. Eligibility will be open to charities whose primary purpose is to promote and further the welfare and general interests of the Armed Forces Community and must be:
  - Fully registered with the Charity Commission or other relevant authority;
  - Able to demonstrate satisfactory operation for a period of over 18 months;

- Able to provide 1 year of most recent audited accounts;
- Applicants must be able to demonstrate effective and responsible governance; they must not be affiliated to or supportive of, any groups or organisations that may conflict with the values and purpose of the Confederation; and final acceptance of membership is at the discretion of the Executive Committee.

#### ASSOCIATE MEMBERSHIP

11. Eligibility will be open to charities and organisations which make a significant contribution to the Armed Forces Community and must be:
- Fully registered with the Charity Commission or other relevant authority and/or with Companies House;
  - Able to demonstrate satisfactory operation for a period of over 5 years;
  - Able to provide 1 year of most recent audited accounts;
  - Applicants must be able to demonstrate effective and responsible governance; they must not be affiliated to or supportive of, any groups or organisations that may conflict with the values and purpose of the Confederation; and final membership is at the discretion of the Executive Committee.

#### CORPORATE MEMBERSHIP

12. Eligibility will be open to companies that make, or wish to make, a significant contribution to assist the efforts of the Confederation in support of the Armed Forces Community and must be:
- Fully registered with Companies House;
  - Able to demonstrate satisfactory operation for a period of over 5 years;
  - Able to provide 1 year of most recent audited accounts;
  - Applicants must be able to demonstrate effective and responsible governance; they must not be affiliated to or supportive of, any groups or organisations that may conflict with the values and purpose of the Confederation; and final membership is at the discretion of the Executive Committee.

#### WITHDRAWAL OF MEMBERSHIP

13. Membership may be withdrawn for the following reasons:
- The membership fee is not paid in accordance with the agreed subscription banding structure and payment terms;
  - The charity and/or organisation is considered by the Executive Committee to have operated in an unlawful, illegal or inappropriate way;
  - The Executive Committee has determined that the said charity and/or organisation has ceased positively to promote the welfare and general interests of the Armed Forces

Community.

- The organisation is perceived by the Executive Committee not to have upheld, or be upholding, one or more of the Cobseo values; and/or brings Cobseo into disrepute.
- The charity/organisation has altered its name, constitution or structure in such a way that it causes concern to the Executive Committee.

## MEETINGS

14. Cobseo shall hold a General Meeting once a year. The Executive Committee (Directors) may convene an Extraordinary General Meeting at any time. A quorum of seven Executive Committee (Directors) is required to convene this meeting with a minimum of three members from each of the 'permanent members' and 'elected members'.
15. The Chair or Vice-Chair shall chair all meetings of Cobseo and of the Executive Committee (Directors). If neither is present, the members of the Executive Committee (Directors) present shall appoint one of their number to chair the meeting.
16. No business shall be transacted at any General Meeting unless a quorum of 40 members is present at the time the meeting begins.
17. At any General Meeting a resolution put to the vote shall be decided by a show of hands. Each full member organisation shall have one vote. Changes to the regulations must be approved by the Executive Committee.
18. Cobseo Executive Committee shall appoint a Chair who shall hold office for three years. This appointment can be extended at the discretion of the Cobseo Executive Committee.
19. Cobseo Executive shall elect a Vice-Chair from the full Executive Committee who shall hold office for three years and be eligible for re-election.<sup>1</sup>
20. The supersession of the Chair and the Vice-Chair should, if possible, be separated by at least one year.

## EXECUTIVE COMMITTEE

21. An Executive Committee consisting of the Chair and Vice-Chair of Cobseo, eight permanent full members and nine elected full members from the member organisations shall manage the business of Cobseo.<sup>2</sup> All representatives shall be the Chief Executives or equivalent of their organisations.
22. The eight permanent members shall be:
  - 1) ABF - The Soldiers Charity
  - 2) Help for Heroes
  - 3) The Royal Air Force Benevolent Fund (RAFBF)
  - 4) The Royal Navy and Royal Marines Charity

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<sup>1</sup> If the person is an elected member of the Committee rather than a permanent member they will not be required to stand for re-election during their term of office.

<sup>2</sup> See footnote 1

- 5) Seafarers UK
  - 6) SSAFA
  - 7) The Royal British Legion (TRBL)
  - 8) Veterans Scotland
23. The nine elected members shall be nominated from full member organisations. Members shall be appointed at the annual General Meeting for a period of three years. After three years elected members must stand for re-election if they wish to remain on the Committee.
24. Members of the Cobseo Executive Committee shall be Directors of the company limited by guarantee. The Chair and Vice Chair shall be Directors of Cobseo for as long as they hold office.
25. The Executive Committee shall make such rules for the conduct of business as are necessary for the furtherance of the objects of Cobseo. For example, specialist knowledge or opinion may be co-opted when necessary.
26. A quorum for meetings of the Executive Committee shall be seven members, with a minimum of three members from each of the 'permanent members' and 'elected members'.

#### DIRECTOR OF OPERATIONS

27. The Executive Committee shall appoint a Director of Operations.
28. The Director of Operations shall be responsible for the day to day operation of Cobseo and for liaison with the membership and any administrative arrangements for meetings, events and similar occasions. The Director of Operations will also act as the Company Secretary of the company limited by guarantee and carry out the following duties:
- a. Day to day operation of the Cobseo office
  - b. Maintaining the statutory registers
  - c. Ensuring that statutory forms are filed promptly
  - d. Providing members with notice of meetings
  - e. Supplying a copy of the accounts to every member of the company as required.
  - f. Keeping records of all meetings of Cobseo and the Executive Committee. Such records shall be distributed to members of Cobseo or the Executive Committee as appropriate and shall be approved by Cobseo or the Executive Committee as appropriate.
  - g. Ensuring that people entitled to do so can inspect the company records.
  - h. Keeping Cobseo's financial accounts.