

BRANCHES: MODEL RULES



Updated 12 June 2025

Branches are groups that are affiliated to the Guild but that operate independently: they manage their own finances, organise their own activities and may be attended by people who are not Guild members. However, to enable a group to be classed as a branch by the Guild, it must be run according to the section on Branches in the Guild's 'Articles of Association' (the legal document that determines how the Guild operates) and the Model Rules. The relevant section of the Articles is provided at the end of this document.

Each branch has a named branch co-ordinator (BCO). This person is the link between the Guild and the branch, and must sign the last page of this document to confirm they understand these Model Rules and that they agree to ensure the branch is complying with them. The Guild must be notified if the named BCO changes, and new contact details provided.

The BCO may be asked to sign the Guild's Data Sharing Agreement. This is only necessary if the BCO requests information about Guild members (such as email addresses or confirmation of Guild membership). Obtaining information from the Guild about branch members should only be in exceptional circumstances: people attending a branch are able to voluntarily provide their own information, and Guild members can show a copy of their membership certificate (available in Sheep) if proof of Guild membership is required.

If you incur reasonable expenses when setting up a branch, such as telephone calls and postage, you may be able to claim these initial costs from the Treasurer, but the Guild does not pay any on-going costs for the branch. Please provide an estimate of costs and gain approval *before* incurring them.

Not everyone who comes to your branch meetings needs to be a Guild member but do encourage people to join. Ask the Guild's marketing lead (marketing@kcguild.org.uk) for copies of membership leaflets and encourage those interested to look at our website and sign up online.

To qualify as a branch and be approved as one by the Guild, the group must:

- Be constituted according to the section on Branches in the Guild's Articles of Association and its activities must be aligned with the Objects of the Guild, which are:

To advance public knowledge and appreciation of the crafts of knitting and crochet particularly but not exclusively through the furtherance of skill and creativity in the said crafts and the preservation of the heritage of knitting and crochet.

- Manage its funds locally, in accordance with the articles. As examples only, use of the funds that comply with the objects include paying for a speaker, hiring a venue for meetings, paying for refreshments, or buying equipment for branch members to use.
- Have a named BCO, who must be a member of the Guild, and also a member of the organising committee for the branch.

The branch organising committee is defined as the people who decide how the branch is governed, the branch activities, costs and so on. It is preferable but not essential for the BCO to be the lead member of the committee, if such a post exists.

The BCO is responsible for liaising with the Guild, and for ensuring the branch is complying with the articles and model rules. This person will have access to the Branch Coordinators information on the website, including copies of the insurance certificate. It is important, therefore, that the Guild is informed of any changes to this role.

If these three conditions are not met at any time, the group is not recognised as a Guild branch and therefore is not covered by the Guild's insurance for Public Liability, Employer Liability or limited personal accident cover.

Confirmation of branch constitution

The following extract is taken from the Guild's Articles of Association (the full version is available from our website and from Companies House):

11 Branches

- 11.1 The Directors shall encourage and support the establishment of Branches and shall maintain a register of all Branches.
 - 11.2 In order to establish a Branch, a Member must submit an application form in Writing to the "Branches Team" (consisting of persons determined from time to time by the Directors). No Branch may be established without the prior approval of the Branches Team.
 - 11.3 Branches are affiliated to the Guild, but save as set out in these Articles or any applicable rules, shall act independently of it. For the avoidance of doubt, Branches shall be responsible for their own finances, including any liabilities they may incur.
 - 11.4 Branches shall be governed by the Model Rules, or such other rules as may be approved in Writing by the Directors from time to time.
 - 11.5 If a Branch commits a material breach of the Articles or applicable rules and/or does or omits to do anything which may reasonably be considered to damage the name or reputation of the Guild, then the Guild may dissolve the Branch by providing written notice.
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Name of branch:

I confirm that I have read Section 11 (Branches) from the Guild's Articles of Association and that this branch is constituted according to them.

I confirm that I have read these Model Rules, and that I will ensure the branch is complying with them.

Signed on behalf of the branch by:

Please print name:

Membership number:..... Date:

Branch approved on behalf of the Guild by:

Date: