

GUILD RULES

1st April 2025



CONDUCTORS GUILD

THE ROYAL LOGISTIC CORPS ASSOCIATION

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DEFINITION OF A CONDUCTOR



A Conductor; leads, guides or escorts.

The appointment of a Conductor is acknowledged as a prestigious and unique position held by senior Warrant Officer Class One within the Royal Logistic Corps and other Commonwealth countries, representing the pinnacle of their trade. Conductors embody military traditions and technical excellence.

CHAPTER 1 – DOCUMENTATION STANDARDS

General

1.1 In essence, documentation standards are the backbone of effective communication within any organization. They transform chaos into order, making information accessible, understandable, and usable for everyone involved. They provide:

- a. **Consistency:** Documentation standards ensure that all documents, regardless of who creates them, follow the same format and style. This uniformity makes it easier for everyone to understand and navigate the information.
- b. **Clarity:** A standard format helps eliminate ambiguity, making complex information easier to comprehend.
- c. **Efficiency:** When everyone adheres to the same standards, it's easier to find information, reducing time spent searching for details.
- d. **Collaboration:** Documentation standards foster better collaboration among members. When everyone follows the same guidelines, it's easier to share and understand each other's work.

- e. **Maintenance:** Standardized documentation is easier to update and maintain. Changes can be made swiftly without disrupting the entire document's structure.

1.2. Examples of document layouts are at Annex A.

Annex A – Examples: Documentation Layout
To Chapter 1 – Documentation Standards
Dated 1st April 2025

MAIN HEADING

Theme Font	Source Sans Pro
Bold	Yes
Capitalization	UPPERCASE
Underline	Yes
Font Size	16
Colour	Black
Alignment	Centre
Line spacing	2
Shading	White

Sub Heading

Theme Font	Source Sans Pro
Bold	Yes
Capitalization	Lower case
Underline	No
Font Size	12
Colour	Black
Alignment	Left justified
Line Spacing	1
Shading	White

Text

Theme Font	Source Sans Pro
Capitalization	Lowercase
Underline	No

Font Size	11
Colour	Black
Alignment	Left justified
Line Spacing	1
Para Numbering	1...(3 Spaces)
Sub Para Numbering	a...(3 Spaces)

CHAPTER 2 – CONSTITUTION

General

2.1 The Conductors Guild of the Royal Logistic Corps Association (RLCA) is established to meet the needs of members, with the main impetus coming from the members. Unlike branches of the RLCA which may be regional, the Conductors Guild covers the UK and overseas. The Guild is not in direct competition with other parts of the forming Corps. The Guild operates inclusively, welcoming all members and honorary members who share common values and a commitment to the ideals of the Conductors Guild, with a focus on unity and mutual support.

2.2 A minimum of 15 full members is required to maintain Guild status. This includes the Guild Management Committee (GMC) consisting of the Chairman, Vice-Chairman, Secretary, Treasurer, Public Relations, Media Outlets and serving Conductor representative.

2.3 The Guild must prove itself to be a viable organization and be self-sufficient and self-administering.

Purpose

2.4 The purpose of the Guild is to:

- a. Provide a comradeship focus and source of entertainment for members.
- b. Edify the Honourable and Ancient Appointment of Conductor.
- c. Promote the objectives of the RLCA which are to promote and maintain the Corps identity through the encouragement of its membership, Regular and Reservist, serving and retired and their dependants.

Membership

2.5. Full membership is open to all Conductors retired and serving. Such members will have full voting rights in the conduct of Guild business.

2.6. Honorary membership is available to Conductors and Sub-Conductors of the Royal Army Ordnance Corps (The RAOC), the Royal Army Service Corps (RASC) and Conductors from the Royal

Australian Army Ordnance Corps (The RAAOC). However, they will have no voting rights but may attend all functions.

2.7. Further rules regarding membership are at Chapter 5 – Membership.

Guild Management

2.8. The GMC handles the daily operations of the Guild. All full members can serve on the committee, which is elected annually at the Annual General Meeting (AGM). Their names and contact details are sent to RHQ, RLC as they change. Current committee member details are listed below, with specific responsibilities in [Annex A GMC Responsibilities](#).

President	Major General (Retd) MD Wood CBE
Chairman	David Patterson
Vice Chairman/Fundraising	Gordon Webster
Treasurer	Dave Patterson
Secretary/Event Ring Master	Stephen Swales
Media Outlets/Archivist/QM	Mike Coyle
Public Relations	Colin Slade
Events	David Patterson
Transport	Mike Hillyard
Serving Conductor Representative	Conductor Martin Foulds RLC

Annual General Meeting (AGM)

2.9. The AGM is usually scheduled to align with the annual Conductor celebrations. The format of the AGM can be found in [Annex B](#).

Guild Management Committee (GMC) Meetings

2.10. The GMC meets every month. GMC Agenda template is at [Annex C](#).

Extraordinary General Meeting (EGM)

2.11. Any committee member may request a meeting to be convened at any time, giving 5 days' notice.

Guild Funds

2.12. The Treasurer manages funds, with the GMC administering them to further the Guild's objectives. Funds cannot be used for charitable donations. Complete instructions on income and expenditure are in Chapter 3 - Finance.

Disbandment

2.13. In the event that the Guild needs to disband for any reason, this action must be undertaken with the approval of the RLCA following consultation with the membership.

2.14. Upon disbandment, all funds and property of the Guild, including the Standard, are to be handed over to the RLCA and become its absolute property.

Review

2.15. All Administrative Instructions shall be reviewed biennially, or as required through consultation with the GMC.

Annex A GMC Responsibilities
To Chapter 2 - Constitution
Dated 1st April 2025

GUILD MANAGEMENT COMMITTEE RESPONSIBILITIES

President

The Guild President is the linkage between the RHQ, RLC and has the following responsibilities:

- a. Provide counsel to the GMC.
- b. Update HRH The Princess Royal, via the RLCA Secretary of planned activities.
- c. Attend annual events including the annual Corps Parchment Ceremony (CPC), the Guild Reunion Dinner Night (DN) and AGM.

Chairman

The Chairman, oversees and is responsible for all business operations including:

- a. Ensuring the Guild conforms to all requirements of the RLCA.
- b. Presiding over GMC Mtgs, AGM and EGM.
- c. Liaise with and maintain a good working relationship with all serving Conductors.
- d. Co-ordinate and control Guild events.

Vice Chair

The Vice-Chairman will deputize whenever the Chairman is unavailable.

Secretary

Provides administrative support as required to the GMC and in accordance with Guild Rules. Responsibilities include:

- a. Ensure timely information transmission using the most effective means.
- b. Co-ordinate and record the minutes of all meetings.
- c. Approve all correspondence before release.
- d. Production and dissemination of bi-monthly newsletters.

Assistant Secretary

The Assistant Secretary will deputize whenever the Secretary is unavailable.

Treasurer

The Treasurer is responsible for managing and accounting for Guild funds. Additional duties include presenting audited accounts and the balance sheet for the previous financial year at the AGM and answer members questions where possible. Guild funds are held at Lloyds Banks, and only designated signatories have access, they are the Chairman, Vice-Chairman and Treasurer.

Media Outlets

The Media Outlets (MO) Member is tasked with maintaining, updating and backup protocols for all platforms in use, including; Conductor website, Facebook page, Blog and Membermojo.

Public Relations

The Public relations (PR) member is responsible for the production of articles to be placed in former Corps and RLC magazines and other suitable media outlets. This role also includes being the editor of the Bi-monthly newsletter, '*The CONDUCTOR*'.

Editor – The Conductor

The Editor has responsibilities to the authors who provide the content of the newsletter and, together with the Secretary, decides on the suitability of manuscripts for publication considering the following:

- a. Providing guidelines to authors for preparing and submitting manuscripts.
- b. Providing a clear statement of the policies on authorship criteria.
- c. Treating all authors with fairness, courtesy, objectivity, honesty, and transparency.
- d. Establishing a system for effective and rapid peer review.
- e. Making editorial decisions with reasonable speed and communicating them in a clear and constructive manner.
- f. Establishing clear guidelines for authors regarding acceptable submissions.
- g. Establishing a procedure for reconsidering editorial decisions.
- h. Developing mechanisms, in cooperation with the publisher, to ensure timely publication of accepted manuscripts.
- i. Clearly communicating all other editorial policies and standards.

Serving Conductor Representative

The serving Conductor role connects the GMC and RHQ RLC. Attendance to Guild events such as the DN, AGM, and EGM is expected, military duties allowing.

Events Ringmaster

Main responsibility to be the 'Go To' person for information during events.

Annex B AGM
To Chapter 2 - Constitution
Dated 1st April 2025

ANNUAL GENERAL MEETING - FORMAT

Item	Lead	Remarks
Welcome	Chairman	
Apologies	Secretary	
Minutes of the last meeting	Secretary	
Matters raised	Chairman	
Guild Management Committee Reports	Secretary	
New Committee Vote	Secretary	
AOB	Secretary	
Date of Next Meeting:	Secretary	

Annex C GMC Meeting
To Chapter 2 - Constitution
Dated 1st April 2025

MANAGEMENT COMMITTEE MEETING
AGENDA

Item	Lead
Welcome	Chairman
Apologies	Secretary
Minutes of the last meeting	Secretary
Matters Arising	Secretary
Finance	Treasurer
Administration	Secretary
Events	Chairman
Fundraising	Treasurer
Media Outlets	Webmaster
Public Relations	PR Member
Member	Conductor RLC
AOB	Secretary
Date of next GMC meeting	Secretary

CHAPTER 3 – FINANCIAL CONTROL

Conductors Guild Funds

3.1. Guild funds are administered by the GMC and managed by the appointed Treasurer. The account is named '*The Conductors Guild*' and is held at Lloyds Bank; Account Number 01236218; Sort Code 30-90-77.

3.2. The accounting year spans from January 1st to December 31st. Accounts must be available for inspection by the RLCA and GMC members at any time. Balance Sheets and Statements of Account are to be independently examined as of December 31st by a qualified person and submitted to the RLCA by February 1st of the following year as part of the Guild Annual Report.

3.3. All expenditure must be approved by the GMC and be paid directly from the Guild business account to the supplier. Where feasible, payment transactions should be made by Electronic Funds Transfer, and a printout of the transaction recorded as a Payment Voucher. If it is necessary to use a cheque for payment, a single signature will suffice. Authorized signatories: Chairman, Vice-Chairman and Treasurer.

Annual Subscription

3.4. All members must pay an annual membership fee of £30, subject to change by a majority vote at the AGM. The treasurer will monitor subscriptions. Members who fail to pay within the account year will lose their membership.

3.5. Subscriptions should be paid to the Guild via bank Standing Order (SO), as detailed in Annex A. In exceptional circumstances, members may pay by cheque or cash. Completed SO forms should be submitted to the Guild Secretary for processing.

Overpayment / Refund

3.6. In the event of overpayment of subscription fees by a member, a full refund will be issued via bank transfer.

GMC Expenses

3.7. Members of the GMC should be compensated for any reasonable expenses incurred while conducting Guild business.

3.8. Claims can include motor mileage (currently 0.35 pence per mile) using The RAC route planner for distance calculation and necessary. A copy of The Guild Motor Mileage Allowance Form is at Annex B.

3.9. All claims are to be submitted to the treasurer with proof of payment in support claim(s) made.

Continuation of Duties

3.10. To ensure accounting continuity, the Treasurer must hand over the following documentation and any relevant User ID/Passwords to their successor:

- Bank Account Statements
- Receipt Vouchers
- Payment Vouchers
- List of bank account details with relevant passwords

3.12. The actual accounts are maintained using the bespoke software package 'You Need A Budget'.

Annex A Guild Bank SO Form
To Chapter 3 – Financial Control
Dated 1st April 2025

From:
Address:

Post Code:
Telephone:

To: The Manager of

Dear Sirs/Madam,

STANDING ORDER TO THE CONDUCTORS GUILD

Please debit Sort Code: ____/____/____ Account No: _____
in name of _____ and pay Lloyds Bank, 3 Sheep Street,
Bicester, Oxon, OX26 6JE, Sort Code 30-90-77, Account No. 01236218, Account Name “The
Conductors Guild,” the sum of £ 30.00 and thereafter annually on 1st January until further
notice.

Quoting my name/year as the reference: _____

Yours sincerely,

Signed _____ Date ____/____/____

© Copyright 20124 The Conductors' Guild, RLCA

THE CONDUCTORS GUILD MOTOR MILEAGE ALLOWANCE CLAIM FORM

Authority For Payment

This payment conforms to Guild Rules Ch2 - Financial Control

Mileage payment is calculated using RAC Route Planner: [Route Planner | Maps, directions & route finder for UK & Europe | RAC](#)

DATE	REASON FOR TRAVEL	START POST CODE	END POST CODE	TOTAL MILES	RATE PER MILE 0.35p	TOTAL

Name & GMC Role:

Authorised Treasurer:

CHAPTER 4 – EVENTS

General

4.1. The Guild hosts two annual events:

- a. A formal ‘Dinner Night’ in southern England on the last Friday in May, coinciding with the annual Corps Parchment Ceremony (CPC).
- b. Annual General Meeting (AGM) with a visit to places of interest in northern England, usually in September.

Event Fees

4.2. Every effort is made to keep attendee fees down. A breakdown of fees is below:

- a. Annual Guild membership fee of £30.00 due on 1st January.
- b. Honorary members and non-Members do not pay annual subscriptions. But will be charged when attending Guild events.
- c. Official Guest costs are covered by Guild funds.

Dress Code

4.3. Information on dress codes for Guild events will be included in the Admin Instr sent to all members. Generally, the following dress codes apply:

Dinner Night

- Guild members and male guests: Dinner Jacket with medals/awards.
- Serving Conductors: Mess Dress.
- Ladies: Dress below the knee.

Guild Visits

- Smart casual attire.

Conductors Dinner Night (DN)

4.4. Attendance at any Guild DN night is open to all members and their guests, providing a great chance to welcome new Conductors and present new members with their respective Conductor Parchment (if applicable), Guild tie, and pin. The evening follows the format of a Regimental Dinner Night.

Grace

4.5. In keeping with Mess tradition, Grace will be delivered by Mr Vice, a member volunteer.

The chairman will call upon Mr Vice by saying “**Mr Vice, Grace**”

Mr Vice will respond with “**For the food and drink we are about to receive and the skill of those who prepare and serve it, may the Lord make us truly grateful**”.

All respond with “**Amen**”

Loyal Toast

4.6. It is customary for a single toast to be made, to His Majesty The King. The format for making a toast is shown below.

Chairman: Will stand, raise a glass in his/her right hand and call. "**Mr. Vice - The King**"

Mr. Vice: Will stand, raise a glass in his/her right hand and respond, "**Ladies and gentlemen, please be up standing**"

When all is still Mr. Vice will say, "**The King**"

All respond by saying, "**The King**"

Visit To Places Of Interest

4.7. These usually occur with the annual AGM and CPC event. Members are encouraged to suggest ideas for these events, and the GMC will try to fulfill members' wishes within budget constraints.

Corps Parchment Ceremony

4.8. The organization and execution of this event is the sole responsibility of : RHQ RLC and serving Conductors. Guild Members are invited to attend and witness the presentation of Parchments to newly appointed Conductors.

CHAPTER 5 – MEMBERSHIP

Introduction

5.1. The Conductors Guild is a community of like-minded people that values inclusivity, respect, and engagement. We have established a set of guidelines to ensure a positive and enjoyable experience for all our members. Membership is open to all serving, commissioned, and retired Conductors from the RAOC, RLC, and other Commonwealth countries. Our aim is to create a supportive environment. Following these guidelines helps maintain our community's well-being and standards. The Guild rules are designed to foster a supportive and harmonious environment. By adhering to these guidelines, you contribute to the well-being of our community and help maintain the high standards we strive for.

Club Benefits

5.2. The Conductors Guild offers numerous benefits to its members, fostering a sense of community. Members have access to exclusive events such as the annual AGM and CPC event, where they can also visit places of interest. These gatherings offer opportunities to network, share experiences, and celebrate achievements with members. Additionally, members benefit from the support and camaraderie of like-minded individuals who value inclusivity, respect, and engagement. By joining the Guild, members also contribute to maintaining the high standards and well-being of this esteemed group.

Application For Membership

5.3. Those eligible to join the Guild may do so through our secure and easy to use club membership software system 'Membermojo'. Go to membermojo/conductorsguild/ and click on the 'Join Us' button. Alternatively, contact Steve Swales, Guild Secretary.

1. Applicants complete the application form. The member must complete any fields marked as required on the *form* and tick any *Accept terms* fields, then clicks *Next*.
3. Applicant confirms details. All details entered on the form are displayed for the applicant to review. Once satisfied the details are correct the applicant clicks *Checkout* button.
4. Applicant chooses a payment method. The applicant selects one of their pre-defined *payment methods*. A *welcome pack* email is sent to the applicant and a payment record created. The applicant appears on the *Member List* page.
 - a. If the payment method is online (PayPal or Stripe) the payment is marked as *complete* and the membership made *Active*.
 - b. If the payment is offline (e.g. bank transfer) the payment will *pend* and membership made *Pending Payment*. The welcome pack includes your *offline payment instructions* to make payment.
5. Admin confirms receipt of payment (offline payment only). When the payment arrives, admin marks the *pending payment* as paid. The member receives a *payment received* email and the membership is made *Active*.

General Conduct

5.5. Members are expected to uphold high standards of Conductor, including.

- **Respect:** Treat all members with respect and consideration. Discrimination, harassment, or inappropriate behaviour will not be tolerated.
- **Inclusivity:** Embrace diversity and promote an inclusive atmosphere where everyone feels welcome.
- **Courtesy:** Be courteous and considerate in all interactions, whether in person or online.

Participation

5.6. Members are encouraged to implement:

- **Attendance:** Regular participation in Guild activities and events is encouraged to foster a sense of community and engagement.
- **Punctuality:** Arrive on time for meetings and events to ensure they run smoothly and efficiently.
- **Involvement:** Actively contribute to discussions, activities, newsletter and projects to enrich the Guild experience for yourself and others.

Communication

5.6. Maintaining strong 2-Way Comms is vital for the success of any organisation and the Guild is no different. Members are asked to:

- **Provide Feedback:** Share constructive feedback and suggestions to help improve the Guild experience.
- **Monitor for Updates:** Stay informed by regularly checking emails, WhatsApp and our bi-monthly newsletter.

CHAPTER 6 – WELFARE

Financial Assistance

6.1. The Conductors' Guild is unable to offer financial assistance to its members. A list of charitable organizations that may be able to help is provided in [Chapter 11 – Guild Links, Annex B.](#)

Hospitalization

6.2. Upon notification that a member or their spouse has been hospitalized, the Guild will send flowers or a 'Get Well' card on behalf of all branch members. The Guild Hospitalization form at Annex B should be completed and submitted to the Secretary for prompt action.

Funeral Arrangements

6.3. At the request of concerned members or their spouses, an appropriate flower arrangement may be provided for the funeral on behalf of the Guild, and a bugler from the Royal British Legion may be requested to attend the service. The Guild's constitution prohibits charitable donations, and therefore all requests for donations will be declined.

Branch Welfare Record

6.5. Where notification of hospitalization or death is received; relevant details are to be recorded in the 'GMs Welfare Record'. This form is for GMC purposes and is stored in the Guild 'Outlook Account'.

CHAPTER 7 – MERCHANDISE

Introduction

7.1. The Guild sells various items, with profits reinvested into Guild funds. Current stock includes:

- a. Guild Tie
- b. Pins
- c. Cuff Links
- d. Framed Embroidered Conductor Badge
- e. Plaque.
- f. Mugs
- g. Wine Labels
- h. Car/Window stickers
- i. Wreath with Conductor badge

7.2. Proposals for additional items must first be submitted to the Guild Management Committee (GMC) and should include all known associated costs and supplier details.

7.3. The GMC is responsible for providing stocked items and new items. Information about any new merchandise will be shared at the AGM and, if necessary, at EGM.

Responsibilities

7.4. The GMC shall appoint one of its members to oversee merchandise activities, irrespective of whether the Committee is directly involved in sales on behalf of the Guild. This appointed member will be responsible for all necessary reporting related to 'Merchandise' activities within the Guild.

Private Purchase

7.5. If a member purchases memorabilia items without prior GMC approval, that individual is responsible for all related costs, including provision and disposal of the item.

Guild Purchase

7.6. Members should submit proposals for new merchandise items to the GMC, to include:

- a. Include design work
- b. Supplier full contact details
- c. All associated costs, including VAT.

Procurement

7.7. The GMC Merchandise member is responsible for the provision of merchandise data and contracts and subject to GMC approval prior to any purchasing commitments, should include:

- a. Full costs price including VAT.
- b. Potential retail price.
- c. Benefits to the Guild.

Sales

7.8. Stock sheets and financial accounts are to be updated after each sale to reflect current stocks.

Stock Checks

7.9. The Merchandise member will provide stock level reports at GMC Mtgs, AGM and annual reports to the RLC Association. The following will be included:

- a. Cost value of stock holdings at last AGM.
- b. Cost value of purchases since the last AGM.
- c. Cost value of current stock holdings.
- d. Cost value of items sold.
- e. Sales value of items sold.
- f. Gross profit generated from sales.

'Write Offs'

7.10. Should it be necessary to 'Write off' merchandise, it will only be done with the recorded agreement of the GMC.

Reports

7.12. All Guild merchandise assets must be included in the Annual Report to the RLC.

CHAPTER 8 – WEBSITE

Introduction

8.1. The Conductors Website was created, designed, and developed by Guild Member Mike Coyle, and it was launched in February 2002. Its objectives are to provide information on the Honourable and Ancient Appointment of Conductor, which is the senior non-commissioned appointment in the British Army. It serves as a resource for enquiries, contact, and information for both serving and retired Conductors, and aims to record the details of Conductors, past and present, through its 'Roll of Honour'. The registered domain name is: www.rlc-conductor.info

8.2. The website operates on a non-profit basis. It is subject to full copyright and is accessible for public viewing and use. All materials are open access, except for a designated 'Members Area'.

Content

8.3. The content is derived from research as well as memories shared by both current and former Conductors, their families, and other individuals with an interest in the appointment. Any material submitted for publication on this site is considered 'Public Domain' information for general accessibility unless otherwise specified or restricted to the password-protected members' section of the site. Submitted materials remain the intellectual property of the contributors and must not be reproduced or utilized in any form without the express written consent of the contributor.

8.4. The Conductor's Guild does not take responsibility for the website's content or any actions resulting from its publication.

8.5. The 'Webmaster' holds editorial control. While we strive to ensure the integrity of the material, neither the owner (Mike Coyle) nor the Conductors Guild is responsible for its accuracy.

8.6. Copyright issues are controlled by Mike Coyle.

8.7. The Conductor Guild is not responsible for the content of the website, nor any action that might result from its publication.

8.8. A password protected and limited access 'Members Area' is available on the website. See paragraph 8.16.

8.9. Design and maintenance are done using Dreamweaver MX and uploaded with Ipswich WS-FTP Pro. Text and background are standardized with CSS.

8.10. Website security via password-controlled access on upload and secure hosting.

Annual Running Cost

8.11. The site's owner covers the annual costs. Donations can be made on the website to help maintain it.

8.12. The Site is hosted by Easy space with charges as follows:

- a. Hosting; renewable on 2 May each year
- b. Domain registration; renewable on 29 March each year
- c. Administration charge; renewable on 1 January each year

Contributions For Maintenance

8.13. A facility is available on the Home Page of the website for users to contribute to the upkeep of the website. Donations are handled via PayPal.

Members Area Username and Password

8.14. Passwords for email access, if necessary, can be obtained from the Webmaster. Usernames and passwords are controlled by the Webmaster. Members wishing to access to that area should contact the Webmaster at: mike.coyle@btinternet.com.

8.15. Password protocol for member's access Username is first initial and surname in lower case as a single word.

Website Links

8.16. A range of related links are made available on the site in the 'Links' section. These are updated as necessary. Reported outdated or broken links are remedied when notified.

8.17. New links can be added on request to the Webmaster. Links from and references to the Conductors Website are listed on 924 other sites (Google, Jan 2016).

8.18. There are links from the official RLC Website to the Conductors Website.

'What's On' And Calendar Entries

8.19. A calendar is maintained on the website, containing relevant events in the 'Members Area'.

8.20. Events for inclusion should be notified to the Webmaster no less than 1 month prior.

8.22. 'Graduation Parades' at the Army Foundation College (AFC), Harrogate are included to allow Members to participate. Expressions of interest in attending should be directed to the Guild Secretary.

'Know A Conductor?'

8.23. The website includes a facility to let us know if you know a Conductor who is not included in the Roll of Honour. It can be found in the left hand 'Contents' panel.

Graduation Parades

8.24. The website may include notices of related events, such as invitations to attend AFC Parades and RLC events.

Conductors Roll of Honour

8.25. A form which can be submitted is available via the link 'Know a Cdr?' on the website to enable users to record the details of Conductors known to them. Alternatively, the facility exists to record the details of known Conductors via email to the Webmaster.

8.26. Names of Conductors for inclusion are gathered through web searches, and research in archives and record repositories, family history society websites and holdings and from personal contributions from the public. New notifications for Conductors are:

- a. Acknowledged within 10 working days.
- b. Verified in the appointment by any evidence available. Where evidence is not available, names are not recorded, unless the Conductor named is deceased and in the balance of probabilities was appointed Conductor.
- c. Recorded on the 'Conductor Roll' excel spreadsheet, with as much information as is available. Sub-Conductors are recorded as such. Prior to publication on the website, The Excel file is 'Sorted' by surname. A copy is made and re-sorted by date of appointment. Both are converted to PDF to restrict tampering and both are published.
- d. Recorded on the 'Conductors Contacts' Word document, where the Conductor is contactable and contact details are available. Regular updates of the Contact List are circulated to the Guild Management Committee (BMC).
- e. Inclusion on the Role of Honour May be dependent on evidence being available as proof of entitlement. Evidence can be in any documentary form or by reference from another Conductor Member. Historic references to 'Conductors' are recorded by reference to the integrity of the source.

Submission of Articles and Pictures

8.27. Articles and other material can be submitted at any time to the Webmaster for inclusion on the site. The Webmaster is the Editor of material submitted.

8.28. Articles and written material should be submitted in Word format or in HTML. All submitted material will be reformatted to HTML, which may alter the original layout.

8.29. All submitted material should include the author's name and date of production.

8.30. Any photographs included should be in JPEG format, at 72ppi resolution and reduced in size to a maximum of A5. Photographs remain copyright of the owner.

8.31. Links can be made to Photo-hosting websites (Picasso, Flickr, etc.) to display pictures, in which case the full URL must be provided.

8.32. Updates of materials, edits and corrections will be inserted at the next convenient upload of material to the website.

8.33. Copyright: Material, including photographs from other sources, must include a source statement. Articles will be rejected if copyright infringement is suspected. The reference should include the author's name, publication date, title, publisher, and source.

Disaster Plan

8.34. The website is protected in the following ways:

- a. By user name and password through the hosting organization – Easyspace.

- b. Access to editing the site is only available to the owner.
- c. The site is conserved by back-up on an external drive and online in Microsoft 'OneDrive'.
- d. Site files are routinely backed up to disk.
- e. Hosting company protects the site and mailing from external malicious and invasive intervention via its own software.
- f. The files held on PC are protected by AVG Security. Passwords are secured by 'Dashlane' security software.

Communication In the Event of Disaster

8.35 The Guild Management Committee (GMC) is to be notified ASAP via the Guild Secretary. Notification to all members via alternative email account and by post.

8.36. Key Content: See back-up arrangements.

8.37. Key Processes: All key processes – Upload and authorizing to be suspended until problems are rectified.

8.38. Back-Up arrangements: entire website to be imaged to both external drive (Z drive) and automatically to 'Cloud' storage, via Microsoft OneDrive.

8.39. Mike P Coyle, owner and Webmaster: www.rlc-conductor.info.

WEBSITE DISASTER PLAN

Risk	Remedy
Viral infection or malicious attack online	Temporary suspension & withdrawal of the website
Corruption of data or content	Temporary suspension & withdrawal of the website
Failure to upload	Delay in upload, via alternative program
Hosting problems	Easyspace helpline at: +44(0)370 755 5066
Mechanical damage to servers, drives and media	Re-install to new from back-up
Loss of security data	Back-up documentation, SOP.
Incapacitated Webmaster	Handover of Website operation and files to Guild Secretary

CHAPTER 9 – FORMAL GUILD MEETINGS

General

9.1. AGMs, EGMs, and GMC meetings must follow the Conductors Guild Constitution ([Chapter 2, Paragraphs 1 – 2](#)).

9.2. Sub-Committee Mtgs can be requested at any time through the Chairman. However, only the full committee can decide on constitutional matters, with member approval required for final decisions.

9.3. The AGM is open to all full members of the Guild and is normally held in September. All full members are entitled to vote on Guild matters. A quorum of at least 10 (ten) members must be present at any AGM to make the proceedings valid.

9.4. The AGM allows members to reconnect with each other and socialize outside of the formal meeting environment.

9.5. The agenda to cover AGMs is shown in [Annex B AGM](#).

Extraordinary General Meeting (EGM)

9.6. These meetings should follow the guidelines in the Conductors Guild Constitution, refer to [Extraordinary Committee Meeting \(ECM\)](#).

9.7. Any Member can request an EGM with the support of 6 other Members.

9.8. A notice period of 10 working days is required to convene an EGM. The notice must specify the business to be discussed.

Guild Management Committee Meeting (GMC)

9.9. GMC Mtgs are held monthly, typically on the second Monday of each month, either in-person or remotely via Microsoft Teams. The purpose of the meeting is to discuss ongoing issues and Guild and Corps events.

9.10. A special GMC meeting may be convened by the chairman or any two members, given a minimum of 10 days' notice and an agenda provided beforehand.

9.11. If the Chairman is unavailable, the Vice-Chairman or the present Committee members shall select one among themselves to preside over the meeting before proceeding with any business.

9.12. Minutes of all meetings and sub-committees shall be recorded. Approved minutes must be sent to members within 5 working days after a GMC meeting.

9.13. The GMC reserves the right to periodically establish and amend rules governing their business operations, the convening and administration of their meetings, and the management of documents. Any rule established must align with the Guild's constitution and cannot contradict it.

9.14. The GMC may form sub-committees to conduct inquiries or perform tasks that are more efficiently managed by a sub-committee. All actions and proceedings of these sub-committees must be fully reported to and approved by the GMC.

9.15. Wherever possible, GMC meetings should be conducted online using Microsoft Teams software. Attendees will generally receive advanced notification via email. Committee members are responsible for ensuring they have the relevant Teams link and must provide apologies if unable to attend a meeting. If time permits, a follow-up email, text, or WhatsApp message will be sent to the GMC Group, giving members every opportunity to join the meeting. Additionally, GMC members are responsible for reviewing any associated documentation distributed with the agenda prior to any meeting.

CHAPTER 10 – PUBLIC RELATIONS

Background

10.1. Every organization, regardless of its size, depends on its reputation for survival and success. The Conductors Guild follows this principle.

10.2. Members, non-members, the military community, and the public all influence perceptions of the Guild. Their opinions—positive or negative, accurate or not—affect their decisions and support.

Introduction

10.3. The Guild Public Relations (PR) representative, a member of the Guild Management Committee (GMC), attends all GMC meetings. More details about the role are in [Annex A GMC Responsibilities](#).

10.4. As a Guild of the Registered Charity, The Royal Logistic Corps Association, it is crucial to maintain a good relationship with the media, GMs, and the 'Conductor' community through mutual understanding, confidence, and cooperation.

10.5. The Guild Committee is crucial in fostering positive media relationships, responding to inquiries, and proactively promoting stories.

Incoming Requests for Information

10.6. Public inquiries and public relations stories should initially be directed at the Guild PR Representative. All media inquiries must be referred to the Guild Secretary or the Chairman. Media includes social media, newspapers, television, radio, and other journals.

10.7. Interviews will be conducted by the President, Chairman, Vice Chairman, or an individual designated by the Chairman.

10.8. Upon receiving a media inquiry, the designated person should respond courteously and inform the caller that it is our policy to direct all media inquiries to the Secretary.

Press Release

10.9. All press releases from the Conductors Guild shall be planned, coordinated, and issued by the Secretary. This will occur following thorough discussion, agreement, and presentation in an appropriate format.

10.10. All press material should be written to avoid misinterpretation.

Media Coverage – Incoming

10.11. The Guild Committee will monitor media coverage, but all members should inform the Committee of any interest from social media, radio, newspapers, or television.

Media Coverage – Outgoing

10.12. News releases on important activities and achievements will be regularly issued.

10.13. Media briefings will be arranged face-to-face upon prior agreement.

10.14. Erroneous or exaggerated statements will be addressed within 24 hours.

Members

10.15. Members should note that their comments in public gatherings may be reported by the press.

External Communication and Publications

10.16. Including the website, documents, leaflets, newsletters, letters, and social media postings.

10.17. Design and printing of Conductors publications for external audiences must be coordinated through the Secretary.

Events And Activities

10.18. The main mission is to make The Conductors Guild the primary contact for all enquiries. Publicity should broadly appeal to Conductor community stakeholders. Refer to Annex A for guidelines on obtaining publicity.

10.19. GMs are expected to engage in presentations and other activities aimed at enhancing awareness of the Guild.

Information Sharing

10.20. Information about the Guild should be shared widely and frequently, in compliance with the Data Protection Act.

10.21. Meeting minutes, circulars, policy documents, amendments in procedures, regulations, and summary reports must be initially circulated through the Members Area on the website and directly to members.

10.22. Member personal data will not be shared with any third party and remain confidential.

OBTAINING PUBLICITY

Sending Out Press Releases

Emailing or posting to journalists or social media a few paragraphs on something to do with Guild business in the hope that they will write about it.

Incentivizing Word of Mouth

Get existing Members to spread the word about the Guild by incentivizing them with discounts for referrals or similar schemes. Such as the Guild Community Fund Raising initiative with the Utility Warehouse Discount Club (UWDC), Easy Fundraising (EF) and the monthly Guild Lottery (GL). A cost-efficient way of spreading a positive public image.

Social Media

Using online networking sites such as Facebook, Twitter and LinkedIn can be a good way to spread our message online and give the Guild a human face, especially with personal accounts of events and happenings.

It's also completely free.

However, it will only work if your target market uses the sites, and if we have time to maintain our profiles online regularly.

Sponsorship

Sponsoring events or awards either within the Military, in our community or even nationally gets the name out there and builds a 'name' for the Guild. It also gives an impression of being established. However, it could be pricey - Local prices may be cheaper but may not receive wider press coverage.

Networking And Being Seen to Be Seen. We are always a representative for the Conductors Guild. Being seen in the right places and networking with people is an immediate, ongoing and free chance to publicize the Guild and generate interest in it.

However, don't bore people - practice describing the Guild in no more than 30 seconds in an engaging way, getting the message across.

AND don't bang on about it unless folk seem interested.

Make sure you have plenty of other things to talk about, so you come across as a well-rounded, interesting person rather than someone constantly trying to sell the Guild.

CHAPTER 11 – GUILD LINKS

General

11.1. Forging connections with similar organizations is highly beneficial and important.

11.2. The Guild shall ensure the maintenance of connections with the RLC Museum website.

11.3. Members are invited on a 'first-come, first-served' basis to attend the annual Graduation Parade at AFC Harrogate in February and August. Annex A includes a copy of the certificate awarded to the best RLC Junior Entry soldier.

11.4. Annex B of this Chapter contains detailed information on charitable organizations that are available to assist or provide advice to members.

Other Links

- RAOC Association
- RAOC Online: <https://raoc.websitetoolbox.com/>
- ACC Association: <https://accassociation.org/>
- Junior Leaders Association: <http://www.juniorleadersraoc.co.uk/>
- Royal Australian Army Ordnance Corps Association
- Royal New Zealand Army Ordnance Corps: <https://rnzaoc.com/>
- RLC Museum: <https://www.royallogisticcorps.co.uk/museum/>



Certificate of Recognition
Best Junior Soldier RLC
Army Foundation College, Harrogate

is awarded to Junior Soldier

Rank / Name

The Army Foundation college is the only Junior Entry Phase 1 training establishment in the British Army. The college plays a vital role in providing basic military training and developing future leadership. It offers a mix of military training, personal development, and education for under 19s that provide them skills to succeed in the Armed Forces, and their lives beyond the military.

A high percentage of Non-Commissioned Officers and Warrant Officers in the British Army have conducted Junior Entry training, only those who have demonstrated the highest of standards go on to hold the Ancient and Honorable Appointment of Conductor. By Royal Warrant of 11th January 1879, a class of Warrant Officer was constituted. Their position was to be and remains to this day, inferior to that of commissioned officers but superior to that of all non-commissioned officers.

By virtue of being presented with the Conductors' Cup the above-named Junior Soldier has been judged to have the qualities to be a Conductor in the Royal Logistic Corps.

Date _____

Signed _____
Major General M Wood CBE
President, the Conductors' Guild,
The Royal Logistic Corps

CHARITABLE ORGANISATION

<p>ARMY BENEVOLENT FUND Head Office Mountbarrow street London SW1W 9RB</p> <p>Controller Major General Sir Evelyn Webb-Carter KCVO OBE T. 0845 241 4820 F. 0845 241 4821 enquiries@armybenfund.org www.armybenfund.org</p>	<p>RLC ASSOCIATION Veterans, Families & Civil Engagement Officer Victoria Parkes Veterans, Families & Civil Engagement Officer Regimental Headquarters, The Royal Logistic Corps, Worthy Down, Winchester SO21 2RG T. 01962 887785 E. vfceo@rhqtherlc.org.uk</p> <p>Charity no. 1024036 www.charity-commission.gov.uk</p>
<p>SSAFA FORCES HELP 19 Queen Elizabeth Street London SE1 2LP</p> <p>T: 0845 1300 975 http://www.ssafa.org.uk/contactUs.asp</p>	<p>THE ROYAL BRITISH LEGION Head Office 199 Borough High Street London SE1 1AA</p> <p>T: 0202 3207 2100 www.britishlegion.org.uk</p>

CHAPTER 12 – GENERAL DATA PROTECTION

Introduction

12.1. In May 2018, new GDP regulations came into effect concerning the personal data of members, non-members, and their partners held by the Conductors Guild (The Guild) of the RLCA. This data is maintained on application forms and is stored securely, being accessed only by the GMC on password-protected computers. The information is used solely for purposes related to membership, event and fundraising promotions, query resolution, and accounting. Additionally, email addresses are securely transmitted to the distributor of our Newsletter 'The CONDUCTOR', exclusively for its distribution and for matters related to The RLCA.

Consent

12.2. Per the GDPR Act 2018, members must read this policy document, complete, and sign the Guild GDP consent form. The Guild will contact only those with a signed consent form.

Data We Hold

12.3.

- **Personal Details:** Full Name, Given Names, Alias, Post Nominals, Partner's Name, and Date of Birth.
- **Contact Details:** Residential Address, Home Phone Number, Mobile Number, Email Address.
- **Service Details:** Service History, Trade, Discharge/Retirement Date, Rank at Retirement.
- **Subscription Details:** Membership Number, Renewal Dates (with members' consent), Bank and Card Account Information for payments made to the Guild via Direct Debit or Standing Order.

Data Protection

12.4. Members enter a contract with the Guild in exchange for their subscriptions. Membership benefits include receiving a bi-monthly newsletter and discounted entry to Guild events.

12.5. Although the Guild uses third parties to provide distribution services for bulk email of the Guild Newsletter, we will not share member details with any third party for their own use and will ensure agreements that provide assurances to that effect.

12.6. The Guild may advertise fundraising activities in the Guild Newsletter and on the Conductor's website and via WhatsApp Groups. We may also contact members directly to promote events and activities. Occasionally, we will inform members directly of the work the Guild is engaged in or has completed.

12.7. The Guild will only use personal data to manage your membership and related membership benefits.

12.8. The Guild only holds personal data that members have provided in their membership application or have subsequently updated.

12.9. The Guild has an open access social media presence on the Internet via Facebook, and Blog. Data and information submitted via third-party social media are protected by regulations covering such platforms. If there is established evidence that personal data has been illicitly taken from those platforms, the Guild's presence will be discontinued.

Communication Preference

12.10. We will communicate with members via phone, email, letter, text, and WhatsApp groups.

Data Control

12.11. The Guild has appointed Mike Coyle as the Guild Data Controller. The Data Controller is primarily responsible for:

- a. Ensuring effective and efficient management and security of personal data.
- b. Determining the need and method of processing personal data (in any format),
- c. Processing of data, for example: Gathering statistics, updating information, normally undertaken by the Membership Secretary.

Rights Of Members

12.12. Under the new Regulations, GMs have individual rights to:

- a. Enquire what data the Guild holds and its accuracy.
- b. Be informed of any data security breach.
- c. Have your data erased if your membership ceases.

Note: Members may request information regarding their data or modify their contact preferences at any time by reaching out to the Guild Secretary.

THE CONDUCTORS GUILD
GENERAL DATA PROTECTION CONSENT FORM

General Data Protection Regulations 2018 (GDP)

We prioritize member privacy and aim to communicate with our members in accordance with their consent and UK data protection laws. Due to recent changes in UK legislation, we require your consent for future contact methods. Kindly provide the preferred contact details you wish us to use for communication purposes.

By completing this form, you consent to The Conductors' Guild storing and processing your data for administrative purposes and sharing it with The Royal Logistic Corps Charity and as legally required.

Spouse/Partner details are used for administrative purposes like name cards at events. We need their permission if they are included in the Database.

Personal Details

Title	First Name	Surname
D.O.B	Known As	Partner's Name

Contact Details

Address	
Home Telephone	Mobile
Email Address	

Service History (Ex Military Personnel Only)

Army No	Trade
Demob/Run Out Date	Rank on Retirement

Consent

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent, we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming Guild events, send newsletters etc); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our Privacy Policy which is available from our website or from the Guild Secretary, 2B Greenacres Rd, WORCESTER WR2 5EZ, email swales1976@gmail.com.

Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point

I consent to the Guild contacting me by:

(✓ as appropriate)

Post	Email	Home Phone	Mobile Phone (including Text or WhatsApp)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I consent to the following Guild actions:

(✓ as appropriate)

- To keep me informed about news, events and activities of the Guild.
- To include my details in the Guild Database which is made available to other Members on request.
- To share my contact details with the Royal Logistic Corps Association so they can keep me informed about news, events, activities and services.

You can withdraw or change your consent at any time by contacting the Guild Secretary,

Member Signed:

Date:

Partner Signed:

Date:

Print Names:

CHAPTER 13 – FUNDRAISING

Introduction

13.1. The Guild has three fundraising schemes: Utility Warehouse (UW), Easyfundraising (EF), and the Guild Lottery (GL). All fundraising donations contribute to reducing operational costs and lowering member fees for attending Guild events. The goal is to eliminate fees entirely, depending on the success of these fundraising efforts.

Eligibility

13.2. All members, their family, and friends may join any of the three fundraising schemes but must be 18 or older and comply with UK law.

Utility Warehouse Discount Club

13.3. The Guild participates in a distinguished Community Fundraising (CFR) Scheme, sponsored by UW. This scheme has attracted over a million members who benefit from reduced utility bills. By joining the Club, you can achieve savings on your utility expenses, while simultaneously contributing to monthly donations that benefit the Guild.

13.4. UW operates as a discount club, unlike traditional energy and communications suppliers. They do not have high street shops and avoid spending money on expensive advertising campaigns on TV or in the national press. This allows them to charge their customers less for services such as Energy, Telecommunications, Insurance and more.

13.5. Members can save money by calling **0333 777 0 777** and quoting Guild Partner **ID: B61182**. Qualified staff in the UK will answer questions and start the transfer of services over the phone. The process is simple—just wait for the switchover and start saving.

13.6. The Guild will receive £5 per successful switchover. Afterwards, UWDC will make monthly donations to the Guild's bank account.

Easy Fundraising

13.7. Raise free donations for the Guild by shopping online with Easyfundraising (EF). Over 7,500 shops and sites will donate to us when you use #easyfundraising. Sign up using this link: <https://www.easyfundraising.org.uk/causes/conductorsrlca> or scan the QR code.



How it Works

Click on <https://youtu.be/N3Yoo6afssA> to watch a short video explaining how to raise funds for the Conductors' Guild whenever you shop online.

Getting Started

Please click on https://youtu.be/Sn2dsQGAe_w or copy this link into your browser to begin the process.

Guild Lottery Syndicate

13.08. The GLS is an exciting opportunity for members to participate in a community-driven lottery while supporting the Guild financially. By joining the syndicate, participants are not only in with a chance to win cash prizes but are also making valuable contributions to the Guild's funds. The lottery operates similarly to the National Lottery, providing familiar and straightforward participation rules.

Fundamentals

- a. The GLS operates along the same lines as the National Lottery draw.
- b. Those wishing to join the syndicate will pay £5 for each ball entered
- c. There is no limit to the number of balls that can be registered
- d. Ball numbers available are 01 to 59
- e. The winning numbers will be the 1st and 2nd ball, drawn on the first Saturday of each month
- f. Participants need to set up a Bank Standing Order (SO) for the total number of balls in the draw by the first day of the month.

Winnings Distribution

- a. 50% of the funds received in any given month will be allocated to the Guild Funds.
- b. The first ball will award 30% of the funds received to the winning participant.
- c. The second ball will award 20% of the funds received to the winning participant.

Winners

- a. Winners will be informed through the Guild WhatsApp group at the earliest convenience.
- b. Payment is due within 48 hours.
- c. If the winning ball is registered to multiple participants, the payment will be evenly divided among them.
- d. If there is no winner in each month, the prize money will be carried over to the subsequent month's draw.

Accounting

- a. The Guild treasurer is responsible for managing all incoming and outgoing funds.
- b. The annual audit of Guild financial accounts will include the Guild Lottery syndicate.
- c. Participants can request the record of allocated ball numbers.
- d. Maintain a record of winners, accessible for participants' review upon request.

Participants

GMs, their families, and friends joining the syndicate should:

- a. Follow the Conductors' Guild Lottery Agreement rules (Annex A).
- b. Fill out the Guild Bank SO form (Annex B). Payment is £60 per ball annually or £5 per ball monthly.

GLOSSARY OF TERMS

Term	Definition
AFC	Army Foundation College
AGM	Annual General Meeting
CG	Conductors' Guild
Ch	Chapter
CPC	Corps Parchment Ceremony
ECM	Extraordinary Committee Meeting
EF	Easyfundraising
FR	Fund Raising
GDN	Guild Dinner Night
GDP	General Data Protection
GHM	Guild Honoree Member
GLS	Guild Lottery Syndicate
GM	Guild Member
GMC	Guild Management Committee
HoT	Head of Trade
MM	Membermojo
MO	Media Outlets
Mtg	Meeting
NGM	Non-Guild Member
PR	Public Relations
RAAOC	Royal Australian Army Ordnance Corps
RAAOCA	Royal Australian Army Ordnance Corps Association
RAC	Royal Automobile Club
RBL	Royal British Legion
RLC	Royal Logistic Corps
RLCA	Royal Logistic Corps Association
SO	Standing Order
UW	Utility Warehouse
WD	Worthy Down